

When [Writing Effective User Stories](#), it is important to have descriptive summaries and complete acceptance criteria to help the Team know when a user story is considered completed or “done.” See the examples below:

EPIC	USER STORY	ACCEPTANCE CRITERIA
As an <b>Acquisition Gateway User</b> , I need to access the Acquisition ordering platform behind a secure login <b>so that</b> I can purchase products.	<i>As an <b>Acquisition Gateway User</b>, I need to select an Auction product in the Acquisition ordering platform <b>so that</b> I can bid on it.</i>	Ensure the Acquisition Gateway User is able to:  - log in to Acquisition Gateway - navigate to the Auction page - able to select a product(s) to bid on
	<i>As an <b>Acquisition Gateway User</b>, I need to review my previous bids in the Acquisition ordering platform <b>so that</b> I can remove expired bids.</i>	Ensure the Acquisition Gateway User is able to:  - log in to Acquisition Gateway - navigate to a page to review items previously bid upon - select one, or multiple, expired bids - remove expired bids
As a <b>Marketing Lead</b> , I want to have a content management system <b>so that</b> I can manage and provide quality content and experience to my readers.  Source: <a href="#">How to Use User Stories to Build Your Website</a>	<i>As a <b>Content Owner</b>, I want to be able to create product content <b>so that</b> I can provide information and market to customers.</i>	Ensure the Content Owner is able to:  - log in to the content management system - create a page of content - edit / update an existing page of content - save changes - assign content page to Editor for review
	<i>As an <b>Editor</b>, I want to review content before it is published <b>so that</b> I can assure it is optimized with correct grammar and tone.</i>	Ensure the Editor is able to:  - log in to the content management system - view existing content page - edit / update page of content - add markup comments - save changes - re-assign to Content Owner to make updates - schedule content publish

<p>As an <b>EBC Requester</b>, I <b>want</b> to create an executive business case <b>so that</b> I can request funding for a project.</p>	<p>As an <b>EBC Requester</b>, I <b>want</b> to know what catalog of services GSA IT offers <b>so that</b> I can determine if an existing platform can support my proposed project.</p>	<p>Ensure the EBC Requester is able to:</p> <ul style="list-style-type: none"> <li>- receive / access a catalog of GSA IT services</li> <li>- able to easily compare platform technologies and identify associated costs</li> </ul>
	<p>As an <b>EBC Requester</b>, I <b>want</b> to have a checklist of outputs <b>so that</b> I can submit a complete EBC request.</p>	<p>Ensure the EBC Requester is able to:</p> <ul style="list-style-type: none"> <li>- receive / access an EBC Checklist</li> <li>- has access to submit the EBC in Salesforce</li> <li>- can create / view / edit all of the applicable sections and materials required to submit the EBC</li> </ul>
<p>As a <b>HR Manager</b>, I want a virtual job openings board <b>so that</b> I can view job status and manage company personnel needs.</p> <p>Source: <a href="#">How Does Agile Marketing Work?</a></p>	<p>As a <b>HR Manager</b>, I <b>need</b> to view a candidate's status <b>so that</b> I can manage their application process throughout the recruiting phases.</p>	<p>Ensure the HR Manager is able to:</p> <ul style="list-style-type: none"> <li>- log in to the virtual job openings board system</li> <li>- view / edit / add the status for job candidates</li> <li>- update for each phase (e.g. Phone Screening Completed, In-person Interview Scheduled, Background Check in-progress, etc.)</li> <li>- send email communication to staff regarding candidate</li> </ul>
<p>As a <b>Marketing Data Analyst</b>, I want to create forecast and trend reports <b>so that</b> I can support the sales efforts of Region 9 Marketing Representatives.</p> <p>Source: <a href="#">How Does Agile Marketing Work?</a></p>	<p>As a <b>Marketing Data Analyst</b>, I <b>need</b> to run the Salesforce &amp; Google analytics reports <b>so that</b> I can build the monthly media campaign plans.</p>	<p>Ensure the Marketing Data Analyst is able to:</p> <ul style="list-style-type: none"> <li>- access the Salesforce &amp; Google Analytics reports</li> <li>- create the monthly media campaign plan for a specified region (e.g. Region 9)</li> <li>- access a Contacts list</li> <li>- email the prepared monthly media campaign to one or more selected contact(s)</li> </ul>