

Definition of Ready



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- The PBI is captured with as much detail as possible.
- Dependencies defined, understood and resolved.
- Acceptance criteria are defined and captured.
- Non functional requirements (NFR) are defined, understood, and captured.
- UI/UX Design or Mockups are created and approved by the Product Owner.
- Business/technical analysis is done by the team before the planning on a refinement session.
- The team understands the business value added by the Product Backlog Item.
- The Product Backlog Item (PBI) is estimated in a manageable size of story points.
- The PBI size is small enough to be delivered in one sprint (ideally less than 1/3 of the avg. team capacity).
- Technical Architecture is defined and captured where applicable.

Overview

The Sprint Backlog for any future iteration (recommended: up to 2 future iterations) can be initially created by the Product Owner containing PBIs that maximize the Business Value and the ROI of the product.

The order of the Sprint Backlog is following the Product Backlog Order. The items on the top are considered as high priority and should be taken up first. The PBIs are ordered to maximize the Value of the product and to take dependencies into consideration. If external priority (stakeholder priority) is given, it is introduced in the Priority field. For bugs the impact is also taken into consideration when deciding their priority.

To remember: The PBIs at the top of the Sprint Backlog are the most important ones.

INVEST

The created Sprint Backlog items are found in state of Ready when they are:

Independent - The dependencies (if any) between PBIs are clear for everyone and the PBIs can be viewed as atomic

- The Product Owner creates a User Story with requirements that describe the expected behavior.
- Team representatives have refined the story and any ambiguities and/or dependencies have been identified before the development starts.

Negotiable - Can be discussed upon (low level of abstraction)

- The story shouldn't be specific contract for features, but rather a collaborative negotiation between the customer (via the Product Owner) and the engineering team.

Valuable - They bring value (Business & ROI)

- The story clearly shows the Business Value it provides to the customers.
- The story can also be identified as a Technical Debt, meaning that it doesn't bring business value rather it improves the code reducing the debt and increasing the developability for future features.

Estimable - The effort can be estimated

- The story has clear business requirements.
- Additional information such as UX designs, process flows (where appropriate) have been added, providing further clarity.
- The team has enough business/technical knowledge to estimate the story.
- The team has performed a review of the story and broken the requirements and design down into acceptance criteria and technical tasks.

Small - The effort does not exceed 13 on Fibonacci Sequence

- Stories are broken down into small chunks (as small as needed) while still being independent. A story should aim to be no larger than 13 story points, otherwise it will need to be reevaluated and potentially broken down into smaller pieces.

Testable - Can be easily tested

- Business requirements have been converted into acceptance criteria that clearly outlines what is needed before the PO and other stakeholders consider it complete.
- Test analysis has been done.
- The team has a full understanding on how to test the story, including the need for automation and manual testing.



If a story has passed the definition of ready, it can be moved from the backlog into the Sprint Backlog.

DEEP

The created Sprint Backlog is found in state of Ready when it is:

Detailed (specified enough to start the work)

Estimated (the effort for the committed items is estimated)

Emergent (other PBIs can emerge that are inside the scope of the Sprint Goal)

Prioritized (the priorities for undertaking the tasks are clear to everyone and are followed)

The development team then decides on a plan for the upcoming few days of the sprint and assigns the PBIs. The one who receives the assignment of the PBI is the responsible one, meaning, others can work on the PBI but they report to the PBIs' owner. The owner of the PBI creates all the tasks that are needed to conclude the PBI and delegates the work.

To remember: New PBIs can be introduced if they are in the scope of the Sprint Goal or if some extrinsic priorities change.

Additional Recommendations

When specifying the PBIs you can follow these guidelines for better results:

- **Conciseness:** Use images/matrixes/charts/flows whenever possible to prevent stories becoming too wordy. Try to keep requirements short and concise.
- **Assumption of knowledge:** Always assume your audience has little or no background knowledge of the system you are defining the requirements for. Include links to system docs and be explicit in your requirements to mitigate this risk.
- **Ambiguity:** Try to remove any ambiguity from the requirements as they are written. Don't assume the reader has the same level of system understanding as you.
- **Dependencies:** If you are familiar with any dependencies that exist for the ticket, include them in the ticket (ex. link to other stories, design documents, etc.). A developer or QA engineer should be able to pick up the story and have all the information they need to begin the work. If this is not true, the story is not ready.
- **Source of truth:** The Jira story should be the single source of truth for the piece of work. Nothing of importance should be contained elsewhere and not explicitly linked to/from the Jira story.

Purpose

WHY HAVE IT? To ensure that everyone has the same understanding on what is to be done when defining an issue and assigning it a status 'Ready' to be picked up by the team.

WHAT IS ITS PURPOSE? A set of criteria used to assess when an Issue can be picked up to be worked on by the team.

DEFINITION? It might change during Sprint Retrospective.

WHEN IS IT MODIFIED? If the defined criteria no longer ensure the clarity for an Issue to be done in a sprint (i.e. stories are unclear or they cause investigation waste)

Owner

The Product Owner.