

Your Partner in Agile Excellence

# © Definition of Done (DoD) Checklist Template

**Transform Your Team's Quality & Velocity** 

From Radiant Agility Technology

# Universal DoD Checklist

Use this as your foundation, then customize for your team

✓ Development Standards
Code follows team coding standards and conventions
Code is peer reviewed and approved by at least one team member
All automated unit tests pass (minimum 80% coverage)
Integration tests pass where applicable
No critical or high-severity code quality issues (SonarQube/similar)
Code is committed to version control with meaningful commit messages
<b>V</b> Quality Assurance
All acceptance criteria are met and verified
Manual testing completed for new functionality
Regression testing performed on related features
Cross-browser testing completed (if applicable)

Mobile responsiveness verified (if applicable)
Accessibility standards met (WCAG 2.1 Level AA minimum)
Performance benchmarks met (load time, response time)
✓ Documentation & Communication
User-facing documentation updated
Technical documentation updated (README, API docs, etc.)
Release notes drafted/updated
Knowledge base articles created/updated (if applicable)
Team knowledge transfer completed
✓ Stakeholder Validation
Product Owner approval obtained
Demo to stakeholders completed (if required)
User acceptance testing passed (if applicable)
Business stakeholder sign-off received
✓ Deployment Readiness

Feature toggles configured (if applicable)
Database migrations tested and ready
Environment configurations updated
Monitoring and alerting configured
Rollback plan documented and tested
Production deployment checklist completed

# Customization Guide

# For Different Team Types:

# Frontend Teams - Add: Component library updated ☐ Style guide compliance verified □ Browser compatibility matrix tested ☐ SEO requirements met ■ Analytics tracking implemented **Backend Teams - Add:** □ API documentation updated Security scan passed

# Database performance optimized Error handling tested Logging implemented

# **DevOps Teams - Add:** □ Infrastructure as Code updated Security policies applied

□ Backup procedures verified

□ Disaster recovery tested

	Compliance requirements met
D	ata Teams - Add:
	Data quality checks passed
	Privacy compliance verified
	Data lineage documented
	Schema changes communicated
	Query performance optimized



# **Jira Integration Prompts:**

#### **Automation Rule Prompt:**

"Create a Jira automation rule that: 1. Prevents story closure unless all DoD criteria are checked 2. Automatically assigns to QA when dev work is marked complete 3. Sends Slack notification when DoD items are missing 4. Creates subtasks for each DoD category automatically"

# **GitHub Actions Integration:**

# **III** DoD Health Assessment

# **Monthly DoD Review Questions:**

# 1. Completion Rate

What % of stories meet all DoD criteria on first review?

## 3. Quality Impact

How many post-release defects relate to missed DoD items?

# 5. Stakeholder Satisfaction

Are stakeholders satisfied with "done" deliverables?

# **Scoring:**

90-100%: DoD Champion **?** 

80-89%: On Track **✓** 

70-79%: Needs Improvement A

# 2. Time Impact

How much time does DoD compliance add to story completion?

### 4. Team Adoption

How consistently does the team use the DoD checklist?

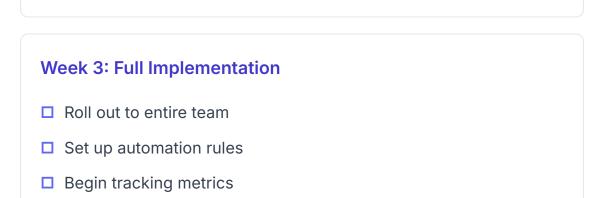
Below 70%: Critical Action Required

# **©** Implementation Roadmap

☐ Gather team feedback

□ Refine checklist based on learnings

# Week 1: Foundation □ Customize checklist for your team/context □ Get team buy-in and input □ Create initial Jira/tool integration Week 2: Trial Run □ Apply DoD to 3-5 stories



# Week 4: Optimization Review first month's data Identify bottlenecks Plan improvements for next iteration

# 💡 Pro Tips for DoD Success

#### Do's:

- Make it visual (use checkboxes, colors, icons)
- Keep it realistic and achievable
- Review and update regularly
- Celebrate compliance wins
- ✓ Integrate with your tools

#### Don'ts:

- Make it too long or complex
- X Skip team input during creation
- ★ Ignore or bypass for "urgent" items
- X Set it and forget it
- X Use it as a blame tool

# **S** Continuous Improvement

# **Quarterly DoD Retrospective Questions:**

- 1. What DoD items consistently cause delays?
- 2. Which criteria have prevented the most defects?
- 3. What's missing from our current DoD?
- 4. How can we better automate compliance checking?
- 5. What would make the DoD easier to follow?

# Need Help Implementing This?

If your team is struggling with Definition of Done implementation, I offer:

- DoD Workshop Facilitation (2-4 hours)
- Tool Integration Consulting
- Team Coaching & Training
- Custom DoD Development

Contact: [Your contact info] | Schedule a consultation: [Your calendar link]

This template is part of the Agile Alphabet series by Radiant Agility.

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