RADIANT AGILITY

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

✅ 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

Data Teams - Add:

- ☐ Data quality checks passed
- ☐ Privacy compliance verified
- ☐ Data lineage documented
- ☐ Schema changes communicated
- ☐ Query performance optimized

🤖 AI-Enhanced DoD Automation

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:

```
# Add this to your .github/workflows/dod-check.yml
name: DoD Compliance Check on: pull_request: types: [opened,
synchronize] jobs: dod-check: runs-on: ubuntu-latest steps: -
uses: actions/checkout@v2 - name: DoD Checklist Reminder uses:
actions/github-script@v6 with: script: |
github.rest.issues.createComment({ issue_number:
context.issue.number, owner: context.repo.owner, repo:
context.repo.repo, body: '## 📋 DoD Checklist
Reminder\n\nBefore merging, ensure:\n- [ ] All acceptance
criteria met\n- [ ] Tests passing\n- [ ] Documentation
updated\n- [ ] Code reviewed' })
```

📊 DoD Health Assessment

Monthly DoD Review Questions:

1. Completion Rate

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

2. Time Impact

How much time does DoD compliance add to story completion?

3. Quality Impact

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

4. Team Adoption

How consistently does the team use the DoD checklist?

5. Stakeholder Satisfaction

Are stakeholders satisfied with "done" deliverables?

Scoring:

90-100%: DoD Champion 🏆   80-89%: On Track ✅

70-79%: Needs Improvement ⚠️   Below 70%: Critical Action Required 🚨

🎯 Implementation Roadmap

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
- ☐ Gather team feedback
- ☐ Refine checklist based on learnings

Week 3: Full Implementation

- ☐ Roll out to entire team
- ☐ Set up automation rules
- ☐ Begin tracking metrics

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

❌ Skip team input during creation

❌ Ignore or bypass for "urgent" items

❌ Set it and forget it

❌ Use it as a blame tool

🔁 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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