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# 1. INTRODUCTION

TK and NZ Trading and Projects PTY LTD are a company based in the Johannesburg which specialises in rendering transportation services. They offer a range of transport options from home removals to delivering packaging materials. The company is quite new and is lacking in certain areas. One of the areas is a weak online presence when compared to the competitors. Therefore, the team has been tasked to develop a website where prospective clients may visit and pay for their desired services.

## 1.1 Agreement Of Work

Furthermore, the team comprises of three people, and work has been divided amongst the members based on the expertise. The first member Mehluli Booi has been assigned to be the scrum master of the group and has been assigned to DevOps and quality assurance and testing. He is responsible for ensuring that the infrastructure is running and can keep up with the demand of an increase in the number of active users and that security measures are in place. The second member is Lesego Ramosa who will be the backend developer for this project. His job is to deal with behind-the-scenes processes that are not seen by the registered user, such as server-side logic and the managing of the database. He will also oversee the creation and the integration of the API that is to be used in the application. The third member is Lwazi Mesatywa who will be the frontend developer of the project. His role is to develop and design the user interface (UI) of the system, which is the first and only thing users will be interacting with on the system. He will ensure that the website looks good enough that the users will keep returning to the site.

## 1.2 Definition Of Ready (DoR)

The Definition of Ready is a set of agreed upon criteria that a project backlog item must meet to qualify for development, meaning that it is ready to be worked on (Banica, 2024). The team has decided to breakdown their definition of ready into 9 categories which every feature, user story and task should meet to be approved for development. The criteria are clear definition, identification of dependencies and blockers, clear business value, designs and UX are ready, technical requirements and specifications are provided, proper estimation was made, defined criteria for testing, resource availability confirmed, and stakeholder approval.

Therefore, for a task to be considered ready, the user story or action and desired action should be clearly outlined. The dependencies on resources should be given and whether the task is aligned with the business goals and objectives before allocating resources. Mock up screens should be there along with the technical requirements of the chosen task, such as database models and API contracts. Value estimations based on risk, complexity and required effort are made by the team to check if the suggested task is worth it in the long run and quality acceptance tests are then provided to make sure the tester knows how to assess the functionality of the feature. Stakeholders should give their approval, and the team should check if they have sufficient resources to complete the task whether it be time or human resources.

## 1.3 Definition of Done (DoD)

The Definition of Done is a set of exit criteria which an item should meet to ensure that it is done and needs no further work done (Thannermalai, 2019). The team has opted to go for 7 prerogatives the task or the entire project should meet to be considered as complete. These are core functionality is implemented and tested, front and backend are completed, testing and quality assurance have been done, deployment and infrastructure is prepared, documentation and post launch maintenance plans have been drawn up.

Furthermore, for a task to be completed, the core functionality needs to be there and tested and both the development of the front and backends should be thoroughly completed. The infrastructure required for a successful deployment should be in place and the quality of the task needs to be tested and approved. Finally, all documentation concerning the task needs to be completed such as the technical documentation and the user documentation. This needs to be in conjunction with the preparation and completion of the post launch maintenance plans before being considered by the team as done.

# References

Banica, C., 2024. *What Is the Difference Between the Definition of Done (DoD) and the Definition of Ready (DoR)?.* [Online]   
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