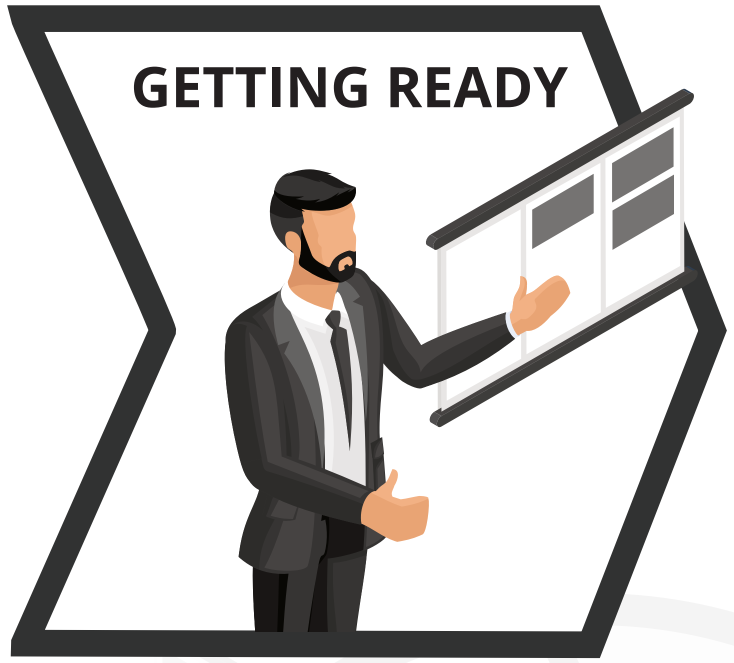
3 Steps to Completing a PBI

(for a developer's eyes only)

1

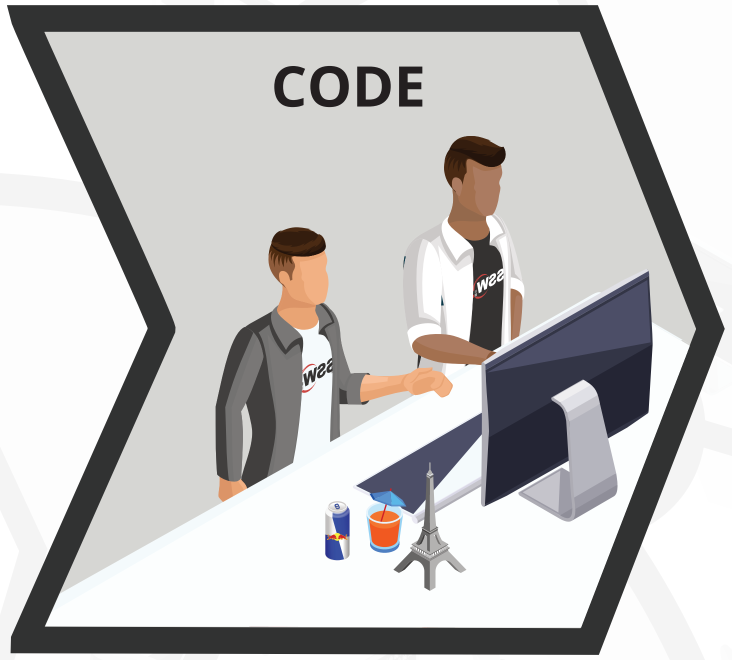
You have a backlog of PBIs (tasks, features, and fixes) which are already prioritized and approved by the Product Owner.

1. Take the next PBI in the list and check it against the Definition of Ready.
2. Assign the PBI to yourself
3. Break down that PBI into clear and actionable tasks



2

1. On the Kanban Board, move your Task into "In Progress"
2. Checkout a new branch for your work and
   code, code, code... (remember to Red, Green, Refactor)
3. Open a Pull Request and get another engineer in your team to do an "over the shoulder" check of the code. Remember to tag the PBI
4. Record a Done Video and get early feedback from the Product Owner
5. Make changes based on feedback
6. Check your Definition of Done and complete the Pull Request!



3

1. The work isn't done until the Pull Request is closed and merged
2. Close off the PBI by replying 'Done' inside the PBI and also in the email thread

Congrats, your PBI is now ready to be demonstrated during your Sprint Review!