



# Development Checklists

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## About

This page contains checklists that are intended to reflect best practice.

## Starting a New Task

A key aim of lean agile methods is to improve flow - that is to get cards from the left-side of the board to the right-side of the board as quickly as possible (without compromising scope or quality).

With this in mind, before you start a new task - see if there is something else you can pick-up with a view to 'improving flow'. For example. it is often preferable to remove a block or to help someone finish something already in progress rather than starting something new.

The criteria for moving a card from the **Queue** into **Doing**:

- There is nothing else you can work on to help finish off another card already in progress.
- A discussion has taken place between QA/BA and the developer (everyone is clear on what is required).
- A discussion has taken place between QA and the developer (everyone is clear on how it will be tested).
- A discussion has taken place between the developer and another developer/interested party with respect to the approach/potential solution (sometimes not necessary).

## Check-in Process

For best-practice with respect to committing code please see [here](#).

## Validating Work Done

The criteria for moving a card from **Doing** to **Validation**:

- You have done some work that you have manually tested.
- Additionally, there are automated tests for the work. Alternatively, you can motivate why the work cannot/should not have automated tests.
- It has been code-reviewed.
- A conversation has occurred between yourself and the QA/BA responsible for validating it (baton-passing analogy).

## Once Work is Done

It should be up to the BAs (Misha/Hannah) to move a card from **Validation** to **Ready to Drop** on our board.

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