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TechFlow, Inc. Response to  
Request for Quotation (RFQ)  
4QTFHS150004  
Agile Delivery Services (ADS I)

# Definition of Done

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## 1.0 Purpose and Overview

The purpose of this document is to provide a checklist of activities deemed necessary to consider the user stories and release as done for the Drug and Adverse Reaction Information (DARI). The user stories identified in this document serve as our definition of done for a Minimal Viable Product (MVP) to meet the requirements to create a working prototype.

## 2.0 DARI - Definition of Done (DoD)

The DARI product allows users to search FDA provided drug-related information by name and will be shown the labelling information as part of the Minimally Viable Product (MVP). With our product users will receive the most current information provided by the FDA. Throughout the lifecycle of the application we used an iterative approach to review with the users the progress on the application and to ensure we interpreted the user stories correctly.

### 2.1 Release

Process Step/Action Item	Done
Conduct testing with end user	★
Address end user testing results	★
Go/No Go decision	★
Pre-release meeting is conducted	★
Deployment information has been documented	★
Operational awareness has been conducted	★
Successful deployment to staging environment	★
Update scrum board for user story tasks	★
Execute code security tasks as assigned	★
Conduct review of build and deployment instructions	★
Authentication of external interfaces required for deployment	★
Git repository will be made public	★

### 2.2 Infrastructure

Action Item	Done
Cloud Solution Checklist completed	★

### 2.3 Story 1 → Search Returns Label Info

Process Step/Action Item	Done
Documentation has been updated and posted in the project repository	★
Code has been written and committed to the appropriate repository branch with the proper comments for design and associated to a user story	★
Automated unit tests have been written and incorporated into the build	★
Code has been reviewed by another developer and the review has been documented	★
Code has been reworked following code review and updates have been committed into the appropriate repository branch	★
Manual/ad hoc unit tests have been performed	★
Update status as required by Scrum Master for user story tasks	★
Build requests have been executed in accordance with instructions	★
Ensure build scripts are modified to accommodate changes in file structure. These scripts clean up the build environment extract from the repository, compile, package and create archives	★
Deploy builds as requested by scrum team	★
Smoke tests have been successfully executed	★
Application is available from mobile phones, tablets and personal computers	★

### 2.4 Story 2 → Disclaimer

Process Step/Action Item	Done
Documentation has been updated and posted in the project repository	★
Code has been written and committed to the appropriate repository branch with the proper comments for design and associated to a user story	★
Automated unit tests have been written and incorporated into the build	★
Code has been reviewed by another developer and the review has been documented	★
Code has been reworked following code review and updates have been committed into the appropriate repository branch	★
Manual/ad hoc unit tests have been performed	★

Process Step/Action Item	Done
Update status as required by Scrum Master for user story tasks	★
Build requests have been executed in accordance with instructions	★
Ensure build scripts are modified to accommodate changes in file structure. These scripts clean up the build environment extract from the repository, compile, package and create archives	★
Deploy builds as requested by team	★
Smoke tests have been successfully executed	★
Application is available from mobile phones, tablets and personal computers	★

## 2.5 Story 3 → FDA API Error Handling

Process Step/Action Item	Done
Documentation has been updated and posted in the project repository	★
Code has been written and committed to the appropriate repository branch with the proper comments for design and associated to a user story	★
Automated unit tests have been written and incorporated into the build	★
Code has been reviewed by another developer and the review has been documented	★
Code has been reworked following code review and updates have been committed into the appropriate repository branch	★
Manual/ad hoc unit tests have been performed	★
Update status as required by Scrum Master for user story tasks	★
Build requests have been executed in accordance with instructions	★
Ensure build scripts are modified to accommodate changes in file structure. These scripts clean up the build environment extract from the repository, compile, package and create archives	★
Deploy builds as requested by team	★
Application is available from mobile phones, tablets and personal computers	★
Smoke tests have been successfully executed	★

## 2.6 Story 4 → Search Returns Adverse Events

Process Step/Action Item	Done
Documentation has been updated and posted in the project repository	★
Code has been written and committed to the appropriate repository branch with the proper comments for design and associated to a user story	★
Automated unit tests have been written and incorporated into the build	★
Code has been reviewed by another developer and the review has been documented	★
Code has been reworked following code review and updates have been committed into the appropriate repository branch	★
Manual/ad hoc unit tests have been performed	★
Update status as required by Scrum Master for user story tasks	★
Build requests have been executed in accordance with instructions	★
Ensure build scripts are modified to accommodate changes in file structure. These scripts clean up the build environment extract from the repository, compile, package and create archives	★
Deploy builds as requested by scrum team	★
Application is available from mobile phones, tablets and personal computers	★
Smoke tests have been successfully executed	★

## 2.7 Story 5 → Search Returns Graphical Representation

Process Step/Action Item	Done
Documentation has been updated and posted in the project repository	★
Code has been written and committed to the appropriate repository branch with the proper comments for design and associated to a user story	★
Automated unit tests have been written and incorporated into the build	★
Code has been reviewed by another developer and the review has been documented	★
Code has been reworked following code review and updates have been committed into the appropriate repository branch	★
Manual/ad hoc unit tests have been performed	★

Process Step/Action Item	Done
Update status as required by Scrum Master for user story tasks	★
Build requests have been executed in accordance with instructions	★
Ensure build scripts are modified to accommodate changes in file structure. These scripts clean up the build environment extract from the repository, compile, package and create archives	★
Deploy builds as requested by team	★
Application is available from mobile phones, tablets and personal computers	★
Smoke tests have been successfully executed	★

## 2.8 Story 6 → Add Links to Footer

Process Step/Action Item	Done
Documentation has been updated and posted in the project repository	★
Code has been written and committed to the appropriate repository branch with the proper comments for design and associated to a user story	★
Automated unit tests have been written and incorporated into the build	★
Code has been reviewed by another developer and the review has been documented	★
Code has been reworked following code review and updates have been committed into the appropriate repository branch	★
Manual/ad hoc unit tests have been performed	★
Update status as required by Scrum Master for user story tasks	★
Build requests have been executed in accordance with instructions	★
Ensure build scripts are modified to accommodate changes in file structure. These scripts clean up the build environment extract from the repository, compile, package and create archives	★
Deploy builds as requested by team	★
Application is available from mobile phones, tablets and personal computers	★
Smoke tests have been successfully executed	★

**2.9 Story 7 → Auto-Complete**

Process Step/Action Item	Done
Documentation has been updated and posted in the project repository	★
Code has been written and committed to the appropriate repository branch with the proper comments for design and associated to a user story	★
Automated unit tests have been written and incorporated into the build	★
Code has been reviewed by another developer and the review has been documented	★
Code has been reworked following code review and updates have been committed into the appropriate repository branch	★
Manual/ad hoc unit tests have been performed	★
Update status as required by Scrum Master for user story tasks	★
Build requests have been executed in accordance with instructions	★
Ensure build scripts are modified to accommodate changes in file structure. These scripts clean up the build environment extract from the repository, compile, package and create archives	★
Deploy builds as requested by team	★
Application is available from mobile phones, tablets and personal computers	★
Smoke tests have been successfully executed	★

**2.10 Story 8 → Google Analytics**

Process Step/Action Item	Done
Documentation has been updated and posted in the project repository	★
Code has been written and committed to the appropriate repository branch with the proper comments for design and associated to a user story	★
Automated unit tests have been written and incorporated into the build	★
Code has been reviewed by another developer and the review has been documented	★
Code has been reworked following code review and updates have been committed into the appropriate repository branch	★
Manual/ad hoc unit tests have been performed	★



Process Step/Action Item	Done
Update status as required by Scrum Master for user story tasks	★
Build requests have been executed in accordance with instructions	★
Ensure build scripts are modified to accommodate changes in file structure. These scripts clean up the build environment extract from the repository, compile, package and create archives	★
Deploy builds as requested by team	★
Smoke tests have been successfully executed	★

## 2.11 Story 9 → Docker Container

Process Step/Action Item	Done
Documentation has been updated and posted in the project repository	★
Code has been written and committed to the appropriate repository branch with the proper comments for design and associated to a user story	★
Automated unit tests have been written and incorporated into the build	★
Code has been reviewed by another developer and the review has been documented	★
Code has been reworked following code review and updates have been committed into the appropriate repository branch	★
Manual/ad hoc unit tests have been performed	★
Update status as required by Scrum Master for user story tasks	★
Build requests have been executed in accordance with instructions	★
Ensure build scripts are modified to accommodate changes in file structure. These scripts clean up the build environment extract from the repository, compile, package and create archives	★
Deploy builds as requested by team	★
Smoke tests have been successfully executed	★