# Refinement to Acceptance Standards TBD for Working Agreements

## For each Product Backlog Item (PBI) whether technical Enabler, Spike, or User Story:

Always explain the context

* User Story:
  + WHO (Story for who): As a **Power Users**
  + WHAT (what the user needs): I need to **see a respondent by geolocation report**
  + WHY (why the user needs it): so I can **determine the campaign reach**
  + NEVER: Technical specifics
  + Poor Example: *As a* ***Developer*** *I need to* ***create a geolocation report***
* Spike:
  + WHO: (Always the team, so not needed)
  + WHAT (this is always a question): SPIKE- What is in the source table?
  + WHY: (Always answers for refinement, so not needed)
  + NEVER: So broad that it equals many undocumented questions
  + Poor Example: *SPIKE- Do all of the PBI Analysis?*
* Enabler:
  + WHO: (Always the team so not needed)
  + WHAT (extend the platform): ENABLER-Setup Error Framework
  + WHY: Handle errors for all user stories in F012345
  + NEVER: Self-referential “We need this because we need this”
  + Poor Example: *ENABLER-Install J2SE5.0-TCR framework so devs can use it*

## Definition and Acceptance Criteria expectations for Refinement

1. User Stories
   1. The PO Brings User Stories from pre-refinement of a feature:
      1. The PO will bring a list of User Stories essential to achieve the scope of the feature.
   2. The PO must agree with and understand any edits to the definition of the user story as well as how to verify acceptance criteria outcomes to accept the stories after they are completed by the Dev Team.
   3. The Dev Team examines the User Story and helps to clarify the story definition, and co-author appropriately detailed acceptance criteria.
   4. The Dev Team figures out their solution after they agree to a shared understanding of the non-prescriptive user story.
   5. The Dev Team estimates the user story.
   6. The Dev Team works with the PO to split the user Story by value scope if the story is too large.
2. Spikes
   1. The PO is not responsible to proactively present spike PBIs.
   2. The Dev Team figures out they need a research spike if their solution requires more insight before they can estimate the related user story.
   3. The PO needs to agree to the value of specific questions
   4. The Dev Team presents answers to the questions to the team in refinement, and the PO accepts the SPIKE PBI as a result
      1. The Dev Team could create a format to share researched results and the PO can accept if the outcome is delivered using the template, but a lot of teams just accept the Spike during refinement presentation of answers
3. Enablers
   1. The PO is not responsible to proactively present enabler PBIs.
   2. The Dev Team figures out they need extend the platform in some technical manner to support the solution for one or more related user story.
   3. The PO and Dev Team must agree that the WHAT and WHY are transparent and clear (what the team will do, and why that is important to the related user story PBIs)
   4. The Dev Team authors appropriately detailed acceptance criteria for the technical enabler.
   5. The PO must agree that the acceptance criteria are clear and be accepted by the PO based on the evidence of work outcomes.

## During the Sprint

### The Team …

1. Ensures they are achieving the quality of every solution by adhering to development standards that evolve within the team and their Community of Practice.
2. The focus for each story is achieving the acceptance criteria that depicts the value for what is being delivered.
3. The time of the team is optimized by not adding scope or scenarios to PBIs without talking with the Dev Team and the PO.
4. In preparation for PO acceptance, the Agile Developers working on the PBI together prepare to demonstrate they have achieved the acceptance criteria.
5. Acceptance Criteria evidence should be captured for the purpose of compliance (if needed).

### The PO …

1. Must agree to scope changes that come up during a sprint or prioritize scope changes into new PBIs that happen in future sprints.
2. The PO agrees that the Daily Scrum is not a meeting intended to communicate Sprint progress or status, but an event for the Dev Team to inspect and adapt their plan to achieve the goal of the sprint. Having said that, the PO could attend the Daily Scrum if they want to learn about self-organizing activity at the team level, if they do not interact with the event in a manner that turns it into a progress reporting scenario.
3. The PO will not ask for Daily Scrum summaries if they miss the Daily Scrum.
4. The PO works to accept a PBI as quickly as possible to avoid delaying the Dev Team metrics around PBI Time-To-Value.
5. The PO expects to accept stories based on evidence for achieving the acceptance criteria associated with the story, defined together during refinement. That can choose to do that in private review or in a collaborative demonstration with Dev Team members.
6. The PO is not expected to accept PBIs that do not target achieving specific acceptance criteria defined during refinement.