DevOps – Best Practices Wiki

Desired Outcome: The following are a collection of desired DevOps best practices that if we all consistently adopt and exercise, we will increase the value of our asynchronous collaboration as well as our ability to receive status updates in a self-service manner.

1. **Description of User Story**
   1. The description of a user story helps to give context to that story.
   2. It may contain a small explanation of user flows, some use case, extreme cases and in general any explanation that helps to better understand the title.
   3. It should not just contain phrases or plain picture, elements such as informational links or screenshots that help clarify what is being expressed.
2. **Acceptance Criteria of User Story**
   1. The acceptance criteria are a set of predefined requirements that must be met to mark a user story complete.
   2. Acceptance criteria clarifies the expected outcome/s of a user story in a concrete manner. It creates a great defense against scope creep since if a requirement isn’t defined and set, it’s more difficult to sneak it in midway through. This can help product people set and manage expectations.
   3. Sometimes called the “definition of done”
3. **Sprint User Story Radiators**
   1. Make sure to always fill in the details for easy tracking and monitoring.

* State
* Priority
* Parent
* Start Date
* End Date
* Risk
* Assignee

1. **Use of Tags**
   1. Tagging work items helps you quickly filter the product backlog or a work item query by categories that you define.
   2. A tag corresponds to one or two keyword phrases that you define and that supports your needs to filter a backlog or query or define a query.
   3. Tags i.e.: Platform/Data/AIML/DME
2. **Backlog Lane**
   1. Always keep the backlog manageable. Make sure to follow these action items:

* Use the backlog as part of your activity planning or planning of work items
* Do not add tasks unless you plan to do them soon
* Always prioritize, move cards according to their state (to do, WIP)
* Review the backlog periodically, remove unused or redundant items. (Backlog Clean up)

1. **WIP Lane**
   1. In general, it is reasonable to think each resource only has ONE DevOps card in the WIP lane at a given point in time
   2. If you need to switch work objectives to a different one for priority purposes, please move a DevOps card back to the “To Do” lane or if the reason you are switching is because you are “Blocked” then please move the DevOps card to blocked and complete the actions described in #1 above
2. **Blocked Lane** 
   1. Add a message in the Discussion portion of the DevOps card that provides context for what circumstance(s) has resulted in the activity being blocked
   2. @ Mention the name of any resources that you are aware of that you may specifically being blocked by, so they have visibility into the block
   3. Link relevant cards to the blocked card that are directly related as a dependency for the objective to become unblocked
3. **Linking Cards**
   1. It is reasonable to expect that often you will be working on a business objective (DevOps card) that is related to other business objectives (DevOps card). Sometimes those objectives will reside in different domains and sometimes those objectives will reside within your domain.
   2. Please Add a Link to those cards as you become aware of them as they help everyone achieve the Desired Outcome capture at the top of this doc
   3. Related Work Link Type: Parent, Child, Related
4. **Task Completion**
   1. Please click the completed check box as Task items are completed. This allows users to follow along asynchronously. Additionally, this is typically a good time to add a quick update post in the Discussion thread, providing summary is highly recommended, this allows other people to understand what is happening with the User Story.
   2. Move the User Story to Done Lane.