

# Definition of Done (DoD)

Scrum Team • Financial Software for [Towne-Park]

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## 1. Purpose

Provide a clear, shared checklist to ensure every Product Backlog item (PBI) or User Story is truly “Done” and deployable—high quality, fully tested, documented, and reviewed.

## 2. Scope

Applies to all PBIs, Bugs, and Technical Tasks in the sprint.

## 3. DoD Checklist

Each User Story (or PBI) must meet **all** of the following before it can be marked Done:

Category	Criteria
Functional	<ul style="list-style-type: none"><li>• All Acceptance Criteria implemented</li><li>• Developer has manually validated AC in <b>Develop</b> (integration) environment</li></ul>
Code Quality	<ul style="list-style-type: none"><li>• Code compiles with zero errors/warnings</li><li>• Coding standards &amp; lint rules passed</li></ul>
Automated Tests	<ul style="list-style-type: none"><li>• Unit tests written &amp; passing (≥ 80% coverage)</li><li>• API/Integration tests updated &amp; passing</li></ul>
Peer Review	<ul style="list-style-type: none"><li>• Pull Request opened</li><li>• ≥ 1 peer review approval</li><li>• No unresolved comments</li></ul>
CI/CD Pipeline	<ul style="list-style-type: none"><li>• Build artifact created successfully</li><li>• All pipeline stages green (build, test, lint)</li></ul>
Documentation	<ul style="list-style-type: none"><li>• Internal-facing docs created (AI generated markdown file)</li></ul>
Configuration	<ul style="list-style-type: none"><li>• DB migrations scripted &amp; tested (if applicable)</li></ul>
Security & Perf	<ul style="list-style-type: none"><li>• Performance benchmarks met (where applicable)</li></ul>

### Nota Bene:

- A User Story is **not** Done until the developer has personally executed its Acceptance Criteria in the **Develop** (integration) environment and confirmed all behavior end-to-end.
  - If manual steps remain, surface them as “**Review Required**” tasks on the Story.
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## 4. Workflow Enforcement

1. **Before PR:** Developer tests AC in individual environment, updates Task(s)
  2. **In PR:** Add DoD: ✓ checklist to PR description; reviewers tick off each item.
  3. **After Merge:** CI/CD must greenlight build → deploy to Dev → smoke test.
  4. **Sprint Review:** Only Stories meeting the above may be demoed and moved to Done.
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## 5. Exceptions & Escalation

- **Blocked Criteria:** If a criterion cannot be met (e.g. external outage), tag **BLOCKED** and notify Scrum Master immediately.
  - **Deferred Items:** Minor docs or non-blocking perf tuning can be backlogged as follow-up “Tech Debt” Stories, but must be surfaced before Sprint Close.
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