

***Checklist and Guideline for Story Preparation***

Reference: Story Guideline

Author:

Version:

Version Date:

Status:

| Revision History | | | |
| --- | --- | --- | --- |
| Date | Version | By | Description of Change |
| 05/21/2020 | 0.1 | Shree Vidya Jayaraman | Initial Draft |
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| **Checklist Items** | |
| --- | --- |
| **Theme of Sprint** | |
| **Items** | **Observations/Comments** |
| 1. Does story match the theme of the sprint? |  |
| **Story** | |
| **Items** | **Observations/Comments** |
| 1. Does the story follow the “INVEST” method? (see guidelines below) |  |
| 1. Is acceptance criteria defined for the story? |  |
| 1. Does the story follow the Requirements Specification Standard? |  |
| 1. Is a story point estimate entered for the user? |  |
| 1. Does the point estimate follow the Fibonacci sequence guidelines? (see guidelines below) |  |
| 1. Is an approver entered for the story? |  |
| 1. Are tasks correct for the story? |  |
| **Tasks** | |
| **Items** | **Observations/Comments** |
| 1. Are tasks estimated? |  |
| 1. Are the task estimates very large? |  |
| 1. Are owners entered for tasks? |  |
| 1. Have tasks been communicated with test? |  |
| 1. Have tasks been communicated with tech pubs? |  |
| 1. Have added tasks been communicated to Story owner? |  |
| **Sprint** | |
| **Items** | **Observations/Comments** |
| 1. Are stories prioritized correctly? |  |
| 1. Are stories broken down into small chunks? |  |

| **Guidelines for Stories** | |
| --- | --- |
| **Story Estimation Methodology** | Fibonacci sequence for story points:   * Small: 1 2 3 * Medium: 5 8 13 * Large: 21 34 55 |
| **"I N V E S T" method of story writing** | * Independent - dependencies can cause problems. Select one to work on. Define/split the story. * Negotiable - leave some flexibility * Valuable - directed to users and customers, not developers. Reflect value to users and customers. Why are you doing this on the business side. * Estimable - plans are based on user stories * Size appropriately - small enough to fit in one sprint. Bigger if later in schedule. * Testable - Done or Not done, no partial result. |