

**All code and tests checked in,  
with reference to US#/Task#**

**All code pair programmed**

**All changed code refactored**

**All exception/error messages  
written with proper spelling  
and grammar**

**All HTML must be correctly  
formatted according to the W3C  
specification**

**Code compiled with no errors**

**Code follows accepted coding standards**

**New builds successfully  
passed in CI**



**CI server runs all tests**

**Shortcuts documented on the  
technical debt chart**

**Task status updated on the  
task board**

**Team wiki notes should be updated (as necessary) when tasks are complete**

**Tested code coverage to an  
acceptable level**

# **Automated tests for exception & error cases**

**All checked in code includes  
unit testing**

**CSS validated**



**All tasks for the story are done**

# Acceptance criteria defined for story

**Actions from past  
retrospectives have been  
implemented**

**Story is deployed to the staging environment**

**Acceptance criteria verification  
completed by team or story  
owner**

**Bug(s) reviewed (any existing bugs that apply?)**

**Code reviewed**

**Demonstrated the story to the  
Product Owner, and accepted  
that the story meets  
the acceptance criteria**



**User interface is according to  
our GUI standards / style guide**

**Code analysis meets  
minimum standards**

**No JAVA script errors**

**Any required database  
maintenance mechanisms have  
been tested and checked in**

**Provide list of tests  
available to others**

**Test cases reviewed**

**0 ignored unit test cases**

**0 priority 1 or 2 defects**



**All unused code and tests  
deleted**

# **Automated Acceptance tests for all acceptance criteria**

## **Completed testing and passes**

- 1. Unit**
- 2. Integration**
- 3. Functional**
- 4. UAT**

**Database tuning completed**

**Story functionalities integrated  
with existing functionalities**

**Configuration changes tracked**

**Performance testing completed**

**Install/upgrade scripts,  
deployment document, &  
programs are completed,  
checked in, and tested**



**Release notes, installation, user guides, environment requirements are documented, published, and checked in**

**System level tests are  
complete and passing**

**The Product Owner has  
accepted the release**

**Users are using the system**

**Application / database  
tuning done**

**OS level tuning done**

# **Stress, Bandwidth, Load testing completed**

**A working and stable build and  
release environment has been  
built**



**Deployed to production**

**Included stories have been  
demonstrated to a larger  
audience**

**Definition of Done**

**For**

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