

Definition of Ready (DoR) Checklist

| Category | Checklist Item | Status (✓/X) |
|---------------------|-----------------------------------------------------|--------------|
| Clarity | Story is clearly written and understood by the team | |
| Business Value | Business goal or value is defined | |
| Acceptance Criteria | Acceptance criteria are clear and testable | |
| Dependencies | Dependencies identified and resolved | |
| Estimation | Story is estimated by team | |
| Non-functional | NFRs identified (performance, security, etc.) | |
| Design | Design/UI mockups attached (if applicable) | |
| Testability | QA confirms story is testable | |
| Size | Story is small enough to fit within a sprint | |
| Blockers | No external blockers | |
| Optional | Risks/assumptions listed | |
| Optional | Story follows INVEST principle | |

Definition of Done (DoD) Checklist

| Category | Checklist Item | Status (✓/X) |
|-----------------|-----------------------------------------|--------------|
| Development | Code implemented according to standards | |
| Code Review | Peer review completed | |
| Merge | Code merged with no conflicts | |
| Static Analysis | No critical issues found | |
| Testing | Unit tests written and passed | |
| Testing | Integration tests passed | |
| Testing | Regression testing completed | |
| Acceptance | Acceptance criteria verified | |
| QA | QA sign-off received | |
| Documentation | User/technical documentation updated | |
| Deployment | Build successful and deployed to UAT | |
| PO Approval | Product Owner accepted the story | |
| Compliance | Meets security/performance standards | |
| Release | No open critical bugs | |
| Release | Ready for production release | |