

Definition of Ready (DoR) Checklist

Category	Checklist Item	Status (✓/✗)
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 (✓/✗)
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	