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|  | **Proposal to the**  **Office of Systems Integration (OSI)**  **Request for Information (RFI) #75001**  **For**  **Agile Development Pre-Qualified (ADPQ) Venfor Pool**  **Defination of Done**  **June 8th , 2016** |

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*Strategy! Innovation! Transformstion!*

Revision History

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| --- | --- | --- | --- |
| Version | Date | Description of Updates | Author |
| 1 | 06/08/2016 | Created the Initial Verson | xFusion |
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# Introduction

As a part of the SDLC process, xFusion team goes through an extensive validation process to ensure a proper drlivery and release of the application. The “Defination of Done” process goes through a validation check list that has a list of activities that are needed to be performed as a part of the release process. The team checks against thoese tasks in the check list and the product release is termed as “completed” only when all the tasks are done successfully.

# Defination of Done

Summarized below are the check lists for various categories for the “Defination of Done” process.

## Release

|  |  |
| --- | --- |
| **Process Step/Action Item** | **Done** |
| Conduct testing with end user |  |
| Address end user testing results |  |
| Go/No Go decision |  |
| Pre-release meeting is conducted |  |
| Deployment information has been documented |  |
| Operational awareness has been conducted |  |
| Successful deployment to production environment |  |
| Update scrum board for user story tasks |  |
| Execute code security tasks as assigned |  |
| Conduct review of build and deployment instructions |  |
| Authentication of external interfaces required for deployment |  |
| Upload Project Documents to Git repository |  |
| Upload Source Code to the Git repository |  |
| Complete Readme file in Git repository |  |

## 

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## FEAT 1.1 Parent Registration and Sign-In

|  |  |
| --- | --- |
| **Process Step/Action Item** | **Done** |
| Documentation has been updated and posted in the project repository |  |
| Code has been written and committed to the appropriate repository branch with the proper comments for design and associated to a user story |  |
| Automated unit tests have been written and incorporated into the build |  |
| Manual/ad hoc unit tests have been performed |  |
| Update status as required by Scrum Master for user story tasks |  |
| Build requests have been executed in accordance with instructions |  |
| Ensure build scripts are modified to accommodate changes in file structure. These scripts clean up the build environment extract from the repository, compile, package and create archives |  |
| Deploy builds as requested by scrum team |  |
| Smoke tests have been successfully executed |  |
| Application is available from mobile phones, tablets and personal computers including all the devices, operating systems and browsers it needs to support |  |

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## FEAT 1.2 Parent Profile Management

|  |  |
| --- | --- |
| **Process Step/Action Item** | **Done** |
| Documentation has been updated and posted in the project repository |  |
| Code has been written and committed to the appropriate repository branch with the proper comments for design and associated to a user story |  |
| Automated unit tests have been written and incorporated into the build |  |
| Manual/ad hoc unit tests have been performed |  |
| Update status as required by Scrum Master for user story tasks |  |
| Build requests have been executed in accordance with instructions |  |
| Ensure build scripts are modified to accommodate changes in file structure. These scripts clean up the build environment extract from the repository, compile, package and create archives |  |
| Deploy builds as requested by team |  |
| Smoke tests have been successfully executed |  |
| Application is available from mobile phones, tablets and personal computers including all the devices, operating systems and browsers it needs to support |  |

## 

## FEAT 1.3 Manage Children Profile

|  |  |
| --- | --- |
| **Process Step/Action Item** | **Done** |
| Documentation has been updated and posted in the project repository |  |
| Code has been written and committed to the appropriate repository branch with the proper comments for design and associated to a user story |  |
| Automated unit tests have been written and incorporated into the build |  |
| Manual/ad hoc unit tests have been performed |  |
| Update status as required by Scrum Master for user story tasks |  |
| Build requests have been executed in accordance with instructions |  |
| Ensure build scripts are modified to accommodate changes in file structure. These scripts clean up the build environment extract from the repository, compile, package and create archives |  |
| Deploy builds as requested by team |  |
| Application is available from mobile phones, tablets and personal computers including all the devices, operating systems and browsers it needs to support |  |
| Smoke tests have been successfully executed |  |

## 

## FEAT 1.4 Look Up Children’s Residential Facilitie

|  |  |
| --- | --- |
| **Process Step/Action Item** | **Done** |
| Documentation has been updated and posted in the project repository |  |
| Code has been written and committed to the appropriate repository branch with the proper comments for design and associated to a user story |  |
| Automated unit tests have been written and incorporated into the build |  |
| Manual/ad hoc unit tests have been performed |  |
| Update status as required by Scrum Master for user story tasks |  |
| Build requests have been executed in accordance with instructions |  |
| Ensure build scripts are modified to accommodate changes in file structure. These scripts clean up the build environment extract from the repository, compile, package and create archives |  |
| Deploy builds as requested by scrum team |  |
| Application is available from mobile phones, tablets and personal computers |  |
| Smoke tests have been successfully executed |  |

## 

## FEAT 1.5 Manage Inbox

|  |  |
| --- | --- |
| **Process Step/Action Item** | **Done** |
| Documentation has been updated and posted in the project repository |  |
| Code has been written and committed to the appropriate repository branch with the proper comments for design and associated to a user story |  |
| Automated unit tests have been written and incorporated into the build |  |
| Manual/ad hoc unit tests have been performed |  |
| Update status as required by Scrum Master for user story tasks |  |
| Build requests have been executed in accordance with instructions |  |
| Ensure build scripts are modified to accommodate changes in file structure. These scripts clean up the build environment extract from the repository, compile, package and create archives |  |
| Deploy builds as requested by team |  |
| Application is available from mobile phones, tablets and personal computers |  |
| Smoke tests have been successfully executed |  |

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