DEFINITION OF READY

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1. **IS IT ALIGNED TO OUR STRATEGIC INITIATIVES?**
   a. Does it have a descriptive title in business sense that my grandmother would understand?
   b. Does it have a customer that is willing to pay us money?
   c. Does it have clear binary acceptance criteria in Given When Then format?
   d. Is it scheduled for release?
   e. When does this become worthless?
   f. Is this a dependency for another delivery?
   g. What is more important than this work?
   h. In the organization's strategy, is this the most important thing?
   i. Do we understand why we are making this change?

2. **HAVE WE TALKED TO THE CUSTOMER?**
   a. Do we have a subject matter expert to help us understand the goal?
   b. Do we have someone to accept the work?
   c. Can we solve this without code?

3. **DOES MARKETING NEED TO BE MADE AWARE?**

4. **DOES TRAINING OR LEADERSHIP AND DEVELOPMENT NEED TO KNOW SO THEY CAN DO TRAINING?**

5. **DOES ANYONE NEED TO SYNCHRONIZE WITH THE LAUNCH?**

6. **IS THERE A TARGET DATE FOR THE LAUNCH?**

7. **DOES ANY OTHER PART OF THE ORGANIZATION NEED TO BE INCLUDED?**

8. **CAN WE BUILD AND DEPLOY?**
    a. Have we seen the code?
    b. Do we understand the code?
    c. Can we check out the code, add a white space to the end of a code file, and redeploy to production right now, without any outage?
    d. Have we seen the pipeline?
    e. Do we understand the pipeline?
    f. Do we need to change the pipeline?

9. **DOES IT HAVE TESTS?**
    a. Do we understand the tests?
    b. Do we trust the tests?
    c. What test do we need to write?

10. **WHAT SECURITY DO WE NEED TO CHANGE?**

11. **WHAT IS THE EXPECTED PERFORMANCE?**
    a. What is the expected response time?
    b. What is the expected load?
    c. What happens when it fails?

12. **DO WE FEEL COMFORTABLE WITH THE TECHNOLOGY?**
    a. Is there a subject matter expert available to help us?
    b. Can the newest person on the team do the work?
    c. Can the most senior person on the team do the work?
    d. Can the most junior person on the team do the work?
    e. Do we need to do any refactoring?

13. **WHAT TELEMETRY AND LOGGING DO WE NEED?**
    a. What does customer behavior do we need to measure?
    b. What technology behavior do we need to measure?

14. **DO WE NEED NETWORK UPDATES?**
    a. Do we need firewall ports open/closed?
    b. Do we need DNS changes?
    c. Do we need route changes?
    d. Do we need IPs?

15. DO WE NEED HARDWARE?
a. If so, what kind?
b. Did we file the ticket?

16. IS THIS A NEW VERSION?
a. Do we need to update the contract?
b. Is this new contract

17. DOES THIS CHANGE IMPACT ANY OF OUR CURRENT CUSTOMERS?

18. IS LEGAL OKAY WITH THIS?
a. Does this have any personally identified information?
b. Does this impact GDPR?
c. Does this impact California's Privacy Laws?

19. WHAT DEPENDENCIES DO WE HAVE?
a. Are those dependencies scheduled?
b. Have we talked to the dependent teams and are those resolved?
c. Are we okay working with the dependencies not done?
d. Have we established new contracts?
e. Do we need to update any contracts?

20. DOES THIS HAVE A UI/UX DESIGN?
a. Do we have the design?
b. Can we make that design?

21. DOES THIS HAVE A BACK OF NAPKIN ARCHITECTURE?

22. DO WE FEEL COMFORTABLE AS A TEAM ENGAGING ON THIS WORK?

23. WHAT RISKS DID WE UNCOVER AND ARE THEY REMEDIATED?

24. WHAT TICKETS DO WE NEED TO FILE?
a. What are the tickets?
b. What date will those be done?
c. Who is tracking those tickets?
d. What happens if they aren't done?

25. DID WE GO THROUGH THIS LIST RESPONSIBLY AS A TEAM?

26. DO WE HAVE AN ESTIMATE?

27. DO WE NEED TO ADD ANYTHING TO THIS LIST?

28. ARE WE CONFIDENT WE WILL BE SUCCESSFUL?

29. IF SOMEONE OUTSIDE OUR TEAM READ THIS, WOULD THAT PERSON UNDERSTAND?

DEFINITION OF DONE

1. DOES IT MEET ACCEPTANCE CRITERIA?

2. DOES IT MEET MARKET NEEDS?

3. DO ALL TESTS PASS?

4. ARE ALL THE ITEMS ON THE DEFINITION OF READY COMPLETE?