

When is “Done” “Done?”

This is often one of the thorniest issues to iron out with a team, so I take it off the table until they have some shared success as a foundation.

My initial definition of "Done" is this:

Modified from <http://jeffsutherland.com/scrum/>

1. **Feature Complete** - not yet final, but contains all intended functionality of the final version
2. **Code Complete** - no entirely new source code will be added to this release
3. **No known defects** – Res Ipsa Loquitor (this speaks for itself)
4. **Approved by the Product Owner** – signoff by product management (demonstrated functionality in Staging, TEST, or DataPreview environments.) Meets all defined business goals.
5. **Production Ready** – Acceptance by operations (documentation complete, config files delivered, system settings in place on PROD, demonstration that the processes and systems work with non-developer IDs, etc.)