**[Definition of Done](https://www.agilealliance.org/glossary/definition-of-done/" \l "q=~(infinite~false~filters~(postType~(~'page~'post~'aa_book~'aa_event_session~'aa_experience_report~'aa_glossary~'aa_research_paper~'aa_video))~searchTerm~'~sort~false~sortDirection~'asc~page~1)) (Team to achieve on each Sprint item)**

**Moving from TODO to In Process Ensure these things are addressed, ideally in order:**

1. No Outstanding bugs exist for other user stories on which you worked in the sprint
   1. If bugs exist, finish them before continuing with something new
   2. \*\*Showstopper bugs on QA’d sprint items must be fixed before continuing with work that has not yet be QA’d
   3. If addressing these bugs puts a release or sprint at risk, team to dialog with all Product Stakeholders to ensure communication to Customer
2. WIP Rules permit taking another item from TODO
   1. Max items in any given sprint column: 2X #devs on the team
3. Graphic Design (mockups, etc.)
4. Before any code is written, Design, Dev and QA to dialog together on the user story to ensure:
   1. they are on the same page – pull in BA’s / PO’s if needed
   2. The requirements are thorough enough to be successful
   3. Any questions are documented and raised
   4. QA understands the solution that will be coded
   5. Dev understands the test that will be run
   6. A list of Test Case Titles is XREFd to the user story
   7. Test Cases understood for the Scope of Testing (define up front)
5. Branch and QA environment for all code changes are ready and understood by the team
6. Use [Stackify Prefix](https://stackify.com/prefix/) (note the Prefix always [free features here](https://stackify.com/pricing/)) to take a “before” snapshot of the performance of the page you are working on

**Moving from In Process to In Review (DEV)**

1. All acceptance criteria have been met
2. Developer execution of test cases defined above results in a PASS
3. Demonstrate on Page load that there are no errors in Chrome debug mode, screen shot to the Sprint folder
4. Look at the final result of the screen you altered and make sure nothing looks “weird” layout-wise
   1. Compare to similar screen for consistency across screens
   2. Screen reflects relevant mockups
5. If Telerik report, all Telerik issues learned in the past are addressed correctly in this report
6. Performance Assessment Complete (Dev) (sub-second)
   1. Use [Stackify Prefix](https://stackify.com/prefix/) (note the Prefix always [free features here](https://stackify.com/pricing/)) to take an “after” snapshot of the performance of the page you are working on
   2. Connect SQL Profiler with appropriate filters to observe impacts on the SQL Server of your page or report load/save functions
      1. Less focused on absolute time here, but on query plans, indexes, expected vs actual number of calls to the SQL server, use of SQL paging vs app paging (rows returned), etc.
      2. Save before/after output as applicable trace output in the Sprint folder

**Moving from In Review to Ready to Deploy to QA**

1. Code review complete and issues addressed
2. Graphic Design Review Complete
3. Developer has demo’d the functionality to QA, and to PO, and QA agrees is ready for testing based on common understanding to date

**Moving from Ready to Deploy to QA to In QA**

1. All test cases defined above are fully documented and ready to be run
2. All items above have been considered and completed as indicated

**Moving from in QA to QC Done**

1. All user story tests have been executed, results saved in the Sprint folder
2. Bugs have been created in the sprint on any failing items
   1. QA Rep has walked the original developer(s) through the bugs
   2. **In keeping with the “Finish things” philosophy, bugs should be addressed by the developer before moving on to other new things**

**Moving from in QA to Sprint Done**

1. All user story tests have been executed and PASSED, results saved in the Sprint folder
2. Any changes made to original requirements during the sprint are discussed between the Team and Product and updated ***by Product*** into the Product document(s) for future reference by support and other stakeholders