

## HOW TO DEFINE THE QUALITY OF A PBI

The quality of a Product Backlog Item (PBI) must be measured both at the entrance and at the exit of a Sprint, as this reflects two fundamental concepts for PBIs: "Definition of Ready" and "Definition of Done" respectively.

**TIP:** Only let into the Sprint what is ready and only let out what is done.

### Definition of Ready

The Definition of Ready (DoR) is the agreement between the team and the PO that indicates when a PBI is ready to be pulled into a Sprint, that is, when it has enough information to go into planning, execution, and delivery. People often say, "This item is ready to start work", and generally this indicates that the team:

1. Has the necessary information to work on the item.
2. Understands the reason for the item.
3. Can demonstrate the completion of the item.
4. Identifies how the item composes/relates to a feature.
5. Agrees that the item fits in a Sprint.

In relation to each PBI candidate for the next Sprint, the team checks the **PBI Ready Checklist**:

#### **PBI READY CHECKLIST\***

- PBI is represented by a user story.
- PBI is covered by acceptance criteria & BDD.
- PBI has the necessary User Experience artifacts.
- PBI dependencies are identified (if any).

This list is an example of a checklist for DoR. All the concepts in this checklist are covered in the following chapters. Generally, teams define and maintain their checklists, which demonstrate their preferences in preparing the work.

Refinement of the product backlog must be continuous. The PO will be continuously working on the next candidate items, preparing them for the next Sprint or work interaction. The use of the **ready** definition and the **done** definition is not limited to Scrum alone; it is also a very useful practice when working with Kanban and other agile methods.<sup>1</sup>

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<sup>1</sup> CAROLI, Paulo. What is Kanban? February, 2022. Available at: <https://www.caroli.org/en/what-is-kanban/>. Accessed on: February, 2022.

## Definition of Done

Definition of Done (DoD) is the agreement that demonstrates the quality of the PBI produced, in which "done" confirms everyone's satisfaction with the work performed.

DoD clarifies the understanding of the work completed as part of the product increment. The moment a PBI meets the definition of done, it means that the increment is ready to be released into the product.

If a PBI does not meet the DoD, it should not be released or even featured in the Sprint Review. It must remain a work in progress (WIP) for the team.

For each PBI considered done, the team demonstrates that the item:

### **PBI DONE CHECKLIST\***

- **Delivers an increment of the product.**
- **Complies with the established acceptance criteria.**
- **Is documented for use.**
- **Adheres to coding standards.**
- **Maintains product performance indices.**

This list is an example checklist for the DoD. Teams define and maintain checklists, which demonstrate their preferences in job verification. It is important to remember that this book aims to help teams to have their backlogs ready, but it does not intend to detail how they go about taking their stories from "ready" to "done."

## **PRODUCT BACKLOG ITEM (PBI) READY CHECKLIST**

- PBI is represented by a user story.
- PBI is covered by acceptance criteria & BDD.
- PBI has the necessary User Experience artifacts.
- PBI dependencies are identified (if any).

## **PRODUCT BACKLOG ITEM (PBI) DONE CHECKLIST**

- Delivers an increment of the product.
- Complies with the established acceptance criteria.
- Is documented for use.
- Adheres to coding standards.
- Maintains product performance indices.