

Definition of done card

WHEN	LIVES WHERE	BUILT BY
THE DELIVERABLE	CHECKED BY	VERSION AND DATE

1 Must be true

each one checkable in ten seconds by somebody who did not do the work

#	WHAT MUST BE TRUE

2 Purpose and exclusions

exclusions are easier to check than inclusions

WHAT IT MUST DO FOR ITS READER	WHAT IT MUST NOT CONTAIN

BUILD IT BY SORTING, NOT BY WRITING

Take ten real instances and split them into fine and not fine, quickly and by instinct.

Then articulate what actually differs. That is the whole exercise.

Write down the three or four differences that recur. Those are your standard.

Check the card against the pile. If work you considered fine fails it, the card is wrong.

Before any conversation about performance, check which branch you are on. If nobody defined what good looked like, the person was guessing, and they guessed in good faith. Keep the card where the work happens, with one annotated example of good and one of not yet. Every addition should be paid for by a removal.