

Defining “Done”

PROJECT COMPONENT:

If you were **not** the person responsible for completing this part of the project, what evidence would you need to know for sure that it was done?

What work product(s) does this component involve? (Documentation, systems, training manual, meeting, a demo of process, etc)

What other tasks might this component be contingent upon?

Whose primary responsibility is it to make sure this component of the project is done?

What sort of tasks might be involved in completing this component?