

The Four “R”s of Progressive Elaboration

Is your user story ready for development? Our checklist will help you get from “raw” to “ready” without missing a step!

Raw

- ☐ A descriptive title
- ☐ A general understanding of the need

Rough

- ☐ Identify the Who, What, and Why
- ☐ Begin conversations to explore needs
- ☐ Add bullet points or notes
- ☐ Attach samples, pictures, outlines, flows
- ☐ Develop initial size estimate and assign initial priority
- ☐ Initiate traceability

Refined

- ☐ Decompose and/or update story if needed
- ☐ Develop acceptance criteria that identify
 - Data
 - People & systems (actors)
 - Business rules
 - Processes
- ☐ Define the user experience
- ☐ Detail non-functional requirements
- ☐ Establish testing approach
- ☐ Identify potential sprint
- ☐ Refine estimate
- ☐ Review priority
- ☐ Get initial thumbs-up from team

Ready

- ☐ Create task breakdown
- ☐ Assign tasks
- ☐ Establish task order
- ☐ Identify and engage external dependencies
- ☐ Obtain final thumbs-up from team