

How Do You Know When You're Done?

- 1 When I have completed deliverables and gained consensus from Stakeholders
- 2 When my customer signs on the bottom line and says I can't wait to work with you again
- 3 Compare your end result to your deliverables
- 4 Define acceptance and success criteria – have business owners involved in test scenario development as part of requirements
- 5 When you're asking the same questions and no longer getting answers
- 6 Scope fulfilled and end of project review successful
- 7 Define work package/measure "done"
- 8 Out of time/money
- 9 Validated requirements
- 10 When my client has internalized the change we've worked through
- 11 Go back to business requirements and ensure there is an acceptable solution in place
- 12 Never "done." Just "good enough for now." Develop and repeat
- 13 When you have achieved (measured) the objectives
- 14 Collaborate with your team to create a definition of ready
- 15 You are never done!

TIPS DEVELOPED THROUGH COLLECTIVE INTELLIGENCE AT THE BBC 2012

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