

User Story Readiness Checklist

Before moving a story to Ready, check whether the team can understand, build, test, and challenge it.

- ☐ **User:** Do we know who needs this?
- ☐ **Outcome:** Do we understand why they need it?
- ☐ **Behaviour:** Is the expected behaviour clear?
- ☐ **Testability:** Can QA test the acceptance criteria?
- ☐ **Rules:** Are important business rules visible?
- ☐ **Data:** Do we know which systems and data are involved?
- ☐ **Dependencies:** Are dependencies visible?
- ☐ **Assumptions:** Are assumptions written down?
- ☐ **Scope:** Is out-of-scope clear?
- ☐ **Questions:** Are unresolved questions visible?
- ☐ **Ownership:** Do we know who owns key decisions?

If several answers are No...

The story probably is not ready yet - and that is okay.

The goal is not to make Jira look complete.

The goal is to make sure the team understands what it is agreeing to build.

One thing to remember

Your job as a BA is not to fill every field.

It is to make ambiguity visible before it becomes code.