

When [Writing Effective User Stories](#), it is important to have descriptive summaries and detailed acceptance criteria to help the Team know when a user story is considered complete or “[done](#).” See the examples below:

| EPIC | USER STORY | ACCEPTANCE CRITERIA |
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| <p>As an Acquisition Gateway User, I need to access the Acquisition ordering platform behind a secure login so that I can purchase products.</p> | <p><i>As an Acquisition Gateway User, I need to select an Auction product in the Acquisition ordering platform so that I can bid on it.</i></p> | <p>Ensure the Acquisition Gateway User is able to:</p> <ul style="list-style-type: none"> - log in to Acquisition Gateway - navigate to the Auction page - able to select a product(s) to bid on |
| | <p><i>As an Acquisition Gateway User, I need to review my previous bids in the Acquisition ordering platform so that I can remove expired bids.</i></p> | <p>Ensure the Acquisition Gateway User is able to:</p> <ul style="list-style-type: none"> - log in to Acquisition Gateway - navigate to a page to review items previously bid upon - select one, or multiple, expired bids - remove expired bids |
| <p>As a Marketing Lead, I want to have a content management system so that I can manage and provide quality content and experience to my readers.</p> <p>Source: How to Use User Stories to Build Your Website</p> | <p><i>As a Content Owner, I want to be able to create product content so that I can provide information and market to customers.</i></p> | <p>Ensure the Content Owner is able to:</p> <ul style="list-style-type: none"> - log in to the content management system - create a page of content - edit / update an existing page of content - save changes - assign content page to Editor for review |
| | <p><i>As an Editor, I want to review content before it is published so that I can assure it is optimized with correct grammar and tone.</i></p> | <p>Ensure the Editor is able to:</p> <ul style="list-style-type: none"> - log in to the content management system - view existing content page - edit / update page of content - add markup comments - save changes - re-assign to Content Owner to make updates - schedule content publish |

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| <p>As an EBC Requester, I want to create an executive business case so that I can request funding for a project.</p> | <p>As an EBC Requester, I want to know what catalog of services GSA IT offers so that I can determine if an existing platform can support my proposed project.</p> | <p>Ensure the EBC Requester is able to:</p> <ul style="list-style-type: none"> - receive / access a catalog of GSA IT services - able to easily compare platform technologies and identify associated costs |
| | <p>As an EBC Requester, I want to have a checklist of outputs so that I can submit a complete EBC request.</p> | <p>Ensure the EBC Requester is able to:</p> <ul style="list-style-type: none"> - receive / access an EBC Checklist - has access to submit the EBC in Salesforce - can create / view / edit all of the applicable sections and materials required to submit the EBC |
| <p>As a HR Manager, I want a virtual job openings board so that I can view job status and manage company personnel needs.</p> <p>Source: How Does Agile Marketing Work?</p> | <p>As a HR Manager, I need to view a candidate's status so that I can manage their application process throughout the recruiting phases.</p> | <p>Ensure the HR Manager is able to:</p> <ul style="list-style-type: none"> - log in to the virtual job openings board system - view / edit / add the status for job candidates - update for each phase (e.g. Phone Screening Completed, In-person Interview Scheduled, Background Check in-progress, etc.) - send email communication to staff regarding candidate |
| <p>As a Marketing Data Analyst, I want to create forecast and trend reports so that I can support the sales efforts of Region 9 Marketing Representatives.</p> <p>Source: How Does Agile Marketing Work?</p> | <p>As a Marketing Data Analyst, I need to run the Salesforce & Google analytics reports so that I can build the monthly media campaign plans.</p> | <p>Ensure the Marketing Data Analyst is able to:</p> <ul style="list-style-type: none"> - access the Salesforce & Google Analytics reports - create the monthly media campaign plan for a specified region (e.g. Region 9) - access a Contacts list - email the prepared monthly media campaign to one or more selected contact(s) |