

## Listen

- ☐ Identify the problem, then dig deeper and identify the real problem.
- ☐ Research the current product, if available, and gain deep understanding of how it's being used.
- ☐ Conduct user interviews and contextual inquiries with actual users.
- ☐ Listen to user-proposed solutions but avoid creating a box.
- ☐ Perform a Gap Analysis. Where are we now? Where are we going? How can we get there?

## Outline

- ☐ Identify the Minimum Viable Product.
- ☐ Perform SWOT analysis on the product focusing on maintainability and scalability.
- ☐ Create a list of business requirements and key performance indicators.
- ☐ Identify the framework and libraries that will be used in development.
- ☐ Assemble the team, present your research and scope the project.

## Wireframe

- ☐ Map the user flow.
- ☐ Create low fidelity mockups.
- ☐ Get feedback from the team and key stakeholders, especially developers (front and back end).
- ☐ Test the user flow in low fidelity.
- ☐ Redesign and retest as necessary.

## Prototype

- ☐ Create high fidelity prototypes.
- ☐ Conduct comprehensive user testing with unbiased users.
- ☐ Evaluate the results. Does this solve the problem? Is it futureproof?
- ☐ Meet with developers for a technical assessment and get final buyoff.
- ☐ QA, redesign and retest as necessary.

## Execute

- ☐ Work with development to implement the design.
- ☐ Oversee the development to ensure the design is followed but allow flexibility when necessary.
- ☐ QA test product including functional testing and UI design compliance.
- ☐ Launch the product as an alpha or beta release and evaluate analytics data and recorded sessions.
- ☐ Ensure bug fixes are implemented.

## Listen

- ☐ Conduct ongoing audits to ensure the product still solves the problem.
- ☐ Launch early and iterate often based on the feedback and usage data.
- ☐ Explore opportunities to replicate the successes of the product.
- ☐ Evaluate the maintainability and scalability of the product.
- ☐ Be willing to let go of earlier work.