

# System improvements Cheat Sheet

by Natalie Moore (Natalie Moore) via cheatography.com/19119/cs/2258/

#### **Planning**

Create a planning document in word

Identify objective

Choose outputs

Compile a list of tasks

## Building a system improvement

- 1. Figure out who cares about this new thing or improvement
- 2. Find out what they want and write it down
- 3. Make a diagram / workflow / low res prototype of what they want
- 4. Walk through it with the people who care
- 5. Build a design brief
- 6. Open an issue and attach the deign brief
- 7. Assign issue to tech team member
- 8. Communicate to the team if appropriate

#### Testing a system improvement

Test logged in as user

Test logged in as admin

## Record problems

- 1. What were you doing? Exactly, step by step
- 2. What happened?
- 3. What did you expect to happen?

Record any changes to request to the system

### Closing a system improvement

Ensure testing complete

Communicate to team / stakeholders

Complete task on any task lists

Close issue



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