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