

ePermit design lead “tickler”

Frequency	With TTS team	Examples	With vendor teams	Examples
With each week and month				
Weekly	<ul style="list-style-type: none"> ❑ Participate in weekly “FS Checkin” meeting with Brian and Aaron ❑ Weekly work session on technical issues (<i>This has worked well for Colin and Laura, but can change.</i>) ❑ Participate in ad hoc calls with Aaron 	Weekly technical work session agenda and notes Running weekly ship	<ul style="list-style-type: none"> ❑ During the week, vendor sprint activities (see below) 	
Monthly	<ul style="list-style-type: none"> ❑ Participate in strategy session, led by TTS product lead ❑ Participate in periodic role definition discussions and retros (about how the TTS team is dividing work) 	FS TTS strategy	<ul style="list-style-type: none"> ❑ Monthly check-in with vendor team per their request 	
With each sprint				

During backlog grooming	<ul style="list-style-type: none"> ❑ Propose new design tasks for the TTS team ❑ Advocate for design-specific tasks for the TTS team ❑ Advocate for policy-related tasks ❑ Offer design perspective on others' stories 	Example design task in project backlog	<ul style="list-style-type: none"> ❑ Offer acceptance criteria ideas to vendor team ❑ Give background research and policy guidance on stories, as needed ❑ Offer research-driven suggestions about prioritization ❑ Advocate for using the writing lab, visual design team 	Intake module story with design acceptance criteria Writing lab feedback Sample policy guidance on FLREA
Before sprint ceremonies	<ul style="list-style-type: none"> ❑ Compare product roadmap to current state; create new issues for design tasks 	ePermit roadmap (The roadmap is based on periodic discussions with Brian and Aaron, facilitated by Rebecca)	<ul style="list-style-type: none"> ❑ Review any new wireframes, prototypes or coded features ❑ Check that all stories in the "In review" column without "usability testing" labels actually need testing ❑ Review any code/configuration technical lead suggests 	
During sprint review	<ul style="list-style-type: none"> ❑ Speak about any design tasks completed during the sprint 	Sprint review agenda	<ul style="list-style-type: none"> ❑ Offer comments on vendors' design work to product owner, focusing on usability and interface consistency issues. ❑ Ensure that what is implemented accomplishes story from research addresses usability testing findings. ❑ Discuss design issues 	Example mockup review conversation in Slack

			spotted by other team members on Slack.	
During sprint retrospective	<input type="checkbox"/> Participate	Sprint retrospective running document	<input type="checkbox"/> Suggest process modifications to Amber that could improve the quality or quantity of research	Example: Colin often asks vendors how much research we did this sprint, what the blockers were, and how we could be doing more
During sprint planning	<input type="checkbox"/> Self-assign to high priority design related work	Example design task Trello cards	<input type="checkbox"/> Make sure research is planned for the sprint and assist if needed	Example: At the end of the sprint planning, ask “When is research going to happen this sprint?”
Beginning of sprint	<input type="checkbox"/> Do tasks <input type="checkbox"/> Participate in standup	Example design task Trello cards	<input type="checkbox"/> Make sure research is beginning <input type="checkbox"/> Make sure team has any content or design assets needed from partner	Example: Send the researcher a quick note asking “How’s the research planning going?”
During sprint	<input type="checkbox"/> Do tasks <input type="checkbox"/> Keep trello up to date <input type="checkbox"/> Participate in calls about the ATO and governance process	Running notes from ATO calls	<input type="checkbox"/> Review stories as they move into the “In review” column for usability and consistency <input type="checkbox"/> Mobilize writing or content experts <input type="checkbox"/> Review vendor research plans <input type="checkbox"/> Sit in on random research sessions and offer feedback <input type="checkbox"/> Review stories as they move into the done/column for usability and consistency	Example feedback on a given story Example writing lab issues

Toward end of sprint			<input type="checkbox"/> Funnel large, sprint-wide feedback to module owner <input type="checkbox"/> Confer with TTS and product owner team on future sprints	
With each new buy				
Acquisition planning and package creation	<input type="checkbox"/> Participate in discussions with TTS and Forest Service around high level direction of next buy of vendor software development services <input type="checkbox"/> Work with technical and product lead to write epics and key design personnel requirements for the Performance Work Statement <input type="checkbox"/> Offer design-specific suggestions on the Quality Assurance Surveillance Plan <input type="checkbox"/> Conduct necessary new design research or workshops	Modules deck (describing possible future buys) Christmas tree key personnel Christmas tree performance work statement Christmas tree QASP Kick off workshops		
Acquisition award process	<input type="checkbox"/> Offer design-specific questions for Google proposal form (vendors' RFQ response form) <input type="checkbox"/> Offer design-specific questions for vendor verbal interviews <input type="checkbox"/> Participate in vendor interviews <input type="checkbox"/> Suggest new ways to screen	Sample vendor response form Sample vendor interview questions		

	<p>for design</p> <ul style="list-style-type: none"> ❑ Write award justification memos from design perspective 			
Vendor team onboarding	<ul style="list-style-type: none"> ❑ Synthesize design research, materials, and known design constraints or considerations for vendor ❑ Update onboarding wiki to include additional design practices. 	<p>Christmas tree onboarding wiki page</p> <p>Design best practices from Christmas tree onboarding wiki</p>		