

# Alpha Review: Service Name

**Quick reference**

**Service being reviewed:** Service Name  
**Review date:** June 21, 2023  
**Reviewers:** Product Manager, UX Designer, Dev Lead, QA Lead  
**Service design phase:** Alpha

**How to use this board**

**Background**

Refer to this section 2-4 months before the review.

**Before the review**

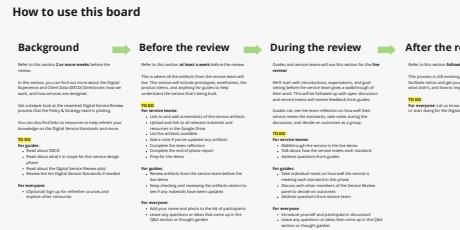
Refer to this section at least 4 weeks before the review.

**During the review**

Refer to this section during the review.

**After the review**

Refer to this section following the review.



## Background

### Before review

This section contains several detailed checklists and documents:

- Service Overview:** Includes a high-level overview of the service, its purpose, and key stakeholders.
- Service Requirements:** A comprehensive document detailing user requirements, system architecture, and data flows.
- Design Mockups:** High-fidelity wireframes and UI/UX designs for different service components.
- Code Review Checklist:** A checklist for reviewing the codebase, focusing on security, performance, and maintainability.
- Testing Plan:** A detailed plan for unit, integration, and system testing.
- Deployment Strategy:** A plan for deploying the service to production environments.
- Operational Metrics:** Key performance indicators (KPIs) and metrics for monitoring the service's performance.
- Service Metrics:** A dashboard showing current service health and performance.
- Service Team Roster:** A list of the service team members and their roles.
- Reviewers:** A list of the individuals who will be participating in the review.
- Review Dates:** Specific dates for the review process.
- Review Scope:** A detailed description of what will be reviewed.
- Review Objectives:** The goals of the review.
- Review Process:** A step-by-step guide for the review process.
- Review Materials:** Various documents and resources for the review.
- Review Feedback:** A template for providing feedback during the review.
- Review Summary:** A template for summarizing the review findings.
- Review Action Items:** A list of actions to be taken based on the review findings.
- Review Follow-up:** A plan for follow-up meetings or tasks.

### During review

This section includes:

- Review Agenda:** A detailed agenda for the review meeting.
- Individual Note-taking Space:** A template for each reviewer to take notes during the review.
- Digital Service Standards Reflection:** A template for reflecting on the service's adherence to digital service standards.
- Feedback Session:** A template for the feedback session.
- Review Summary:** A template for summarizing the review findings.
- Review Action Items:** A list of actions to be taken based on the review findings.
- Review Follow-up:** A plan for follow-up meetings or tasks.

### After review

This section includes:

- Service Reviewer Rating:** A summary of the review rating for each reviewer.
- Service Team Report:** A detailed report on the service's performance and areas for improvement.
- Review Summary:** A summary of the review findings and recommendations.
- Review Action Items:** A list of actions to be taken based on the review findings.
- Review Follow-up:** A plan for follow-up meetings or tasks.