Workflow - Best Practices

Steps	Description
	New Task
1	Check all PSDs are with you
2	Verify Wireframes and PSDs
3	Get questions answered by POCs
4	Estimate for the task
5	Share it with the client and finalize on priorities
6	Start working on tasks based on priorities (HTML/CSS, JS)
	On Markup Completion
7	Check for standard and guidelines followed and Checklist for UI
8	Integrate FTLs
9	Verify pages on Browswer/Tablet/Mobile
10	Update SPIRA with comments and % complete
11	Upate DSR with comments as soon as task is complete
12	Check-in DSR
13	Inform all team members that DSR is updated
	On Task Completion
14	Check-in code
15	Raise a flag to client if task is complete
16	Assign it to client for review
	After getting Review Comments, Repeat from step 2 (Ignore steps, if not applicable)

Steps	Description
	Defects
1	Check SPIRA on daily basis for assigned tasks
2	Verify, if defect is valid
3	Talk to QA team if unable to reproduce
	For invalid Defects
4	Provide reference of Wireframe/Comps/Keylines/eMail - why it is invalid
5	Add comments to SPIRA ticket and assign back to Assigner
	For Valid Defects
6	Pull questions and get it answered by POCs, if any
7	Analyse & Estimate for the task
8	Share it with the client and finalize on priorities
9	Start working on tasks based on priorities
10	Check for impact of that fix on other modules / pages / sections
11	Verify fix on specified resolution or across the mandetory dimensions
	On Successful Fix
12	Check-in code
13	Update SPIRA Incident with comments and files to push live (URL)
14	Assign Incident to Sean Dunlop
15	In exceptional cases assign It back to respective assignee
16	Keep track of defects assigned to you till the time it gets closed

Page Reviews

1. Crosscheck PSDs and Keylines
2. Raise query in case of any discrepancy - For the client
3. First check - PSDs and developed Markups
4. Second check - Keylines and developed markups
5. Check pages on Browsers, Tablet, Mobile
6. For Browser test - Resize your browser manualy
7. Create a list of findings
8. Share the list of findings with Lead / Respective Developer

For Developer

9. Set priority and resolve issue
10. After fix, ask reviewer to verify the fix
11. Check-in code on successful fix

After fixes - For Reviewer

12. Verify whether findings are resolved on mentioned dimension
13. Valid fix - Green Signal
14. Invalid fix - return back to developer

Code Reviews by Peer

For Developer

1. On page completion raise a flag and share code with your peer
2. Check for validity of feedback shared
3. Invalid feedback - educate your peer
4. If valid - Implement the feedback

For Reviewer

1. Check for standard and guidelines followed and Checklist for UI
2. Make sure HTML code is optimized
3. Make sure CSS code is optimized
4. Make sure JS code is optimized
5. Unnecessary HTML objects should be avoided
6. Duplicate code should be removed
7. Generic classes should be reused

Code Reviews by Lead

For Reviewer

1. Check for standard and guidelines followed and Checklist for UI
2. Make sure HTML code is optimized
3. Make sure CSS code is optimized
4. Make sure JS code is optimized
5. Unnecessary HTML objects should be avoided
6. Duplicate code should be removed
7. Generic classes should be reused instead of creating a new
8. Educate team members wherever applicable