# **UXG Content Development Process**

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| **Status Label** | **Description** | **Required, optional tasks** | **Exit criteria** |
| New Entry | New topic identified | Topic identified by user studies or HFE | * Collaborative review by HFE and BAC |
| Backlog | Topic added to backlog | * New topic entered into backlog * Backlog reviewed at least monthly * Topic aligned to Epic (optional) * Get user feedback on priorities (optional) * Get feedback from Content Development Team (CDT) on priorities (optional) | * Topic prioritized by HFE * Analyst assigned from BAC |
| Analyzing | UXG team is working on requirements specification | * Purpose of the content specified * User Stories written, including user role(s), corresponding goals and context of use * Information sources identified * SMEs, stakeholders identified * Related UXG content identified * Content type specified (optional wireframes created) * Content evaluation planned (including no user testing needed) * Get user feedback (optional) * Get feedback from CDT (optional) | * Content Technical Lead identified * All requirements are defined |
| Reviewing | Content proposal is under review | * HFE reviews plan for content development work * Identify content author * Content delivery schedule approved by HFE & BAC * Define timeline | * Effort scheduled * Author, SMEs committed * HFE approved |
| Authoring | Content is being authored | * Communicate QA requirements with author * Content drafted in templates * Finalize wireframes of new content types through user studies (optional) * Reviewed by users (optional) | * Reviewed by BAC Content QA * Reviewed by SMEs |
| Authoring Complete | Authored content is approved by BAC and SMEs | * Content ready for Content Technical Lead review, if different from the Author * Content ready for HFE review, if Content Technical Lead is the Author * Content not assigned for development | * Approved by Content Technical Lead or HFE * Content assigned for development in WordPress |
| Building | Content is being developed | * Content developed in WordPress * Define outcome measures for testing design and monitoring once published * Produce user evaluation study plan and obtain HFE approval (optional) | * Approved by SME * Approved by BAC Development QA * HFE approved user evaluation plan |
| Beta Building Complete | WordPress code is evaluated by users | * User evaluation (formative testing executed on WordPress build) (optional) * Changes to build approved by HFE | * User evaluation plan executed and resulting build changes documented for approval |
| Final Building Complete | WordPress code is updated and ready for publication | Approved build changes implemented (optional) | * Resulting WordPress changes approved by BAC Development QA * WordPress code approved by HFE * Code is published |
| Published | Content is published on the UX Guide | Content usage monitored | * Are learning objectives achieved? * Are intended use objectives achieved? |
| On Hold | Work has paused | Solicit management to get involved | TBD |
| Abandoned | Decision made to discontinue work | After-action review (optional) | N/A |