# **UXG Content Development Process**

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| **Status Label** | **Description** | **Required, optional tasks** | **Exit criteria** |
| New Entry | Item entered | Entry related to User Stories or PM entry | * Collaborative review PM and BAC |
| Backlog | New topic has been identified | * New topic entered * Topic aligned to Epic (optional) * Get user feedback on priorities (optional) * Get feedback from Content Development Team (CDT) on priorities (optional) * Backlog reviewed at least monthly | * Topic prioritized by HFE * Analyst assigned (from BAC team) * SME identified |
| Analyzing | Someone from 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 * Author, SMEs, stakeholders identified * Content types specified (optional wireframes created) * Related content identified * Content evaluation planned (incl no user testing needed) * Get user feedback (optional) * Get feedback from CDT (optional) | * All requirements are met |
| Reviewing | Content proposal is under review | * HFE reviews plan for content development work * Content delivery schedule approved by HFE & BAC. * Define timeline. | * Effort scheduled * Author, SME 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’s QA * Reviewed by SMEs |
| Building (in WP) | Content is being developed in WordPress | User evaluation (formal testing, piloting) | * Evaluation plan executed * Approved by SME * Approved by BAC’s QA * Approved by HFE |
| 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 |