# **UXG Content Development Process** red is changes on 01sep highlight is for moved items

<notes>

Ross & David, 02sep 🡪 resulting additions on 04sep

# 

|  |  |  |  |
| --- | --- | --- | --- |
| **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 * Topic aligned to Epic (optional) * Backlog reviewed at least monthly * Get user feedback on priorities (optional) * Get feedback from Content Development Team (CDT) on priorities (optional) | * Topic prioritized by HFE * Analyst assigned from BAC * ~~Content Technical Lead identified~~ <should this be exit criteria for Analyzing?> yes |
| 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 * Related UXG content identified * Content type~~s~~ specified (optional wireframes created) * Content evaluation planned (incl no user testing needed) * Get user feedback (optional) * Get feedback from CDT (optional) | * Content Technical Lead identified * All requirements are ~~met~~ defined |
| Reviewing  <do we need a Reviewing Complete prior to assigning an Author?>  assign Author during 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 ~~<until HFE has approved content?>~~ | * Approved by Content Technical Lead or HFE * Content assigned for development in WordPress |
| Building ~~(in WP)~~ | Content is being developed ~~in WordPress~~ | ~~User evaluation (formal testing, piloting)~~   * Content developed in WordPress * Produce user evaluation study plan and obtain HFE approval (optional)<???> yes * Define outcome measures for testing design and monitoring once published <???> yes | * ~~Evaluation plan executed~~ * Approved by SME * Approved by BAC Development QA * ~~Approved by HFE~~ * HFE approved user evaluation plan <???> yes |
| Beta Building Complete  <do we need a Beta Build or similar status to convey user testing is pending, then Final Build?> yes … maybe have to re-do the Development QA | WordPress code is evaluated by users | * User evaluation (formative testing executed on WordPress build~~, piloting~~) (optional) * Changes to build approved by HFE <???> yes * ~~Build changes implemented <???>~~ yes | * User evaluation plan executed and build changes documented for approval * ~~Resulting WordPress changes approved by BAC Development QA~~ * ~~WordPress code approved by HFE~~ * ~~Code is published~~ |
| Final Building Complete | WordPress code is updated and ready for publication | 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 |