# **UXG Content Development Process**

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| **Phase label** | **Description** | **Required, optional tasks** | **Exit criteria** |
| 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 * 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 | * 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 |