Task: Set Up a Prototyping Project Structure in ClickUp for SDLC

Duration: Approximately 60–70 minutes
Objective: Build an organized, scalable project structure in ClickUp that implements the Prototyping methodology within the Software Development Life Cycle (SDLC). This setup facilitates iterative prototype development, stakeholder feedback, and refinement, aligning with SDLC phases like requirements analysis, design, and testing.

Step-by-Step Instructions

1. Create a Dedicated Workspace Structure (5 minutes)
Action: Log into ClickUp and access your workspace.
Setup:
- Create a new Space named "Prototyping SDLC Hub" to centralize all prototyping activities.
- Inside this space, add a Folder called "Prototyping Project – [Your Project Name]" (e.g., "Prototyping Project – E-Commerce Platform").
- Within the folder, create the following Lists:
  - "Requirements Backlog" (for initial and evolving requirements)
  - "Prototype Iterations" (for managing each prototype cycle)
  - "Feedback & Reviews" (for stakeholder feedback and review sessions)
Purpose: Establishes a clear structure for prototyping artifacts, reflecting SDLC's emphasis on organization and iterative refinement.

2. Set Up a Project Overview Task (5 minutes)
Action: In the "Requirements Backlog" list, create a task titled "Project Overview."
Details:
- Description: Write a summary, e.g., "This project uses Prototyping within SDLC to develop [Project Name], focusing on iterative design, stakeholder feedback, and requirement validation."
- Attachments: Add placeholder files like a project brief or initial wireframe sketch.
- Custom Fields: Add fields such as "Project Goal" (text), "Start Date" (date), and "Prototype Type" (dropdown: Throwaway, Evolutionary, Incremental) via list settings.
Purpose: Provides a high-level reference for the project's objectives, aligning with SDLC's planning phase.

3. Design an Advanced Prototype Iteration Template (15 minutes)
Action: Go to ClickUp's Task Templates and create one named "Prototype Iteration Template."
Subtasks: Add these subtasks with descriptions and checklists to embed prototyping practices:
- Requirements Refinement

  - Description: "Gather and refine requirements based on stakeholder input."
  - Checklist:
    - Meet with stakeholders
    - Document initial requirements
    - Identify key features for the prototype
- Prototype Design
  - Description: "Create a basic design or mockup of the prototype."
  - Checklist:
    - Sketch wireframes or UI layout
    - Select tools (e.g., Figma, HTML/CSS)
    - Define scope (e.g., UI only or functional subset)
- Prototype Development
  - Description: "Build the prototype quickly to demonstrate core concepts."
  - Checklist:
    - Develop the prototype (e.g., clickable UI, basic functionality)
    - Test for basic usability
    - Prepare for stakeholder review
- Stakeholder Review
  - Description: "Present the prototype and collect feedback."
  - Checklist:
    - Demo the prototype
    - Record feedback (likes, dislikes, suggestions)
    - Prioritize changes
- Iteration Planning
  - Description: "Plan the next iteration based on feedback."
  - Checklist:
    - Update requirements backlog
    - Define goals for the next prototype
    - Assign tasks for refinement

Purpose: Standardizes the prototyping process, ensuring iterative development and stakeholder collaboration, key aspects of SDLC prototyping.

4. Implement Prototype Timeboxing (5 minutes)

Action: For each prototype iteration task, assign a due date and duration (e.g., 3-5 days per iteration).

How: Use ClickUp’s timeline or calendar view to set and visualize fixed iteration start and end dates.

Purpose: Enforces rapid prototyping cycles, aligning with SDLC’s focus on iterative progress.

5. Configure Requirements Prioritization (5 minutes)

Action: In the "Requirements Backlog" list, add custom fields:
- "Priority" (Dropdown: High, Medium, Low)
- "Complexity" (Number field for estimated effort)
Details: Assign priority and complexity to each requirement task (e.g., "Add search bar" – High Priority, Complexity 3).
Purpose: Supports prototyping's focus on addressing critical requirements first, refining them through iterations.

6. Set Up Prototype Iteration Tasks with Dependencies (10 minutes)
Action: In the "Prototype Iterations" list, create three tasks using the "Prototype Iteration Template":
- "Prototype 1" (set dates for the first iteration)
- "Prototype 2" (make dependent on "Prototype 1" completion via ClickUp's dependency tool)
- "Prototype 3" (make dependent on "Prototype 2")
Details: Add custom fields like "Iteration Goal" and define specific objectives (e.g., "Prototype 1: Basic UI").
Purpose: Simulates the iterative nature of prototyping, ensuring feedback from one cycle informs the next.

7. Enhance with Custom Fields and Tags (5 minutes)
Action: In the "Prototype Iterations" list, add custom fields:
- "Iteration Number" (Number)
- "Iteration Goal" (Text)
- "Status" (Dropdown: Not Started, In Progress, Under Review, Completed)
Tags: Use tags like "UI Only," "Functional," or "Awaiting Feedback."
Purpose: Improves tracking and visibility, reflecting SDLC's emphasis on structured progress.

8. Create Visualization and Tracking Views (10 minutes)
Action: In the "Prototype Iterations" list, configure:
- Gantt View: Show iteration timelines and dependencies.
- Board View: Sort tasks by "Status" columns.
- List View: Filter by "Iteration Number" or tags.
Purpose: Offers multiple perspectives to monitor prototyping progress, aligning with SDLC's review and refinement phases.

9. Populate the Requirements Backlog (5 minutes)

Action: In the "Requirements Backlog" list, add requirement tasks (e.g., "User login page," "Product listing view").
Details: Set priorities and complexity estimates for each.
Integration: Link to iteration planning subtasks for prototype selection.
Purpose: Builds a realistic backlog for prototyping, emphasizing stakeholder-driven requirements.

10. Add Feedback and Review Tasks (10 minutes)
Action: In the "Feedback & Reviews" list, create tasks:
- "Prototype 1 Review" (one for each iteration)
- "Weekly Stakeholder Check-in" (set to recur weekly)
Details: Include descriptions and due dates (e.g., "Demo Prototype 1 and gather feedback" for reviews).
Purpose: Schedules and tracks feedback sessions, fostering collaboration and iterative improvement.

11. Finalize with a Project Transition Task (5 minutes)
Action: In the "Prototype Iterations" list, create a "Project Transition" task.
Subtasks:
- "Final Prototype Testing"
- "Requirements Finalization"
- "Handover to Development"
- "Project Retrospective"
Dependency: Link to the last iteration's completion.
Purpose: Transitions the prototype into full SDLC development, ensuring a smooth handoff and reflection.

Outcome
You'll create a fully functional Prototyping project in ClickUp, featuring:
- A dedicated space and folder for organization.
- Lists for requirements, iterations, and feedback management.
- A reusable iteration template with subtasks and checklists embedding prototyping practices.
- Three interconnected iterations with timeboxing.
- A prioritized requirements backlog reflecting stakeholder needs.
- Custom fields and tags for enhanced tracking.
- Gantt, Board, and List views for visualization.
- Feedback tasks and a project transition task to bridge to full development.

This setup provides practical experience with Prototyping in SDLC, emphasizing rapid iteration, stakeholder collaboration, and requirement refinement.

Time Breakdown
- Step 1: 5 minutes
- Step 2: 5 minutes
- Step 3: 15 minutes
- Step 4: 5 minutes
- Step 5: 5 minutes
- Step 6: 10 minutes
- Step 7: 5 minutes
- Step 8: 10 minutes
- Step 9: 5 minutes
- Step 10: 10 minutes
- Step 11: 5 minutes

Total: 70 minutes