Way of Working – DWP Ask

# 🎯 Purpose

This page outlines how the DWP Ask team collaborates on a day-to-day basis. It covers our workflow in Jira, the way we transition work between disciplines (Design → Development → QA), and the cadence of our regular meetings within each sprint.

# 🛠️ Ways of Working (Jira Process)

This section outlines how ideas flow from initial design discussions to delivery in production.

## ✍️ Design Ticketing

- Each new feature or area of exploration begins with a Design Task in Jira.  
- These tickets include relevant artefacts such as:  
 - User needs  
 - Wireframes  
 - User journeys  
- Once the design is completed and reviewed by the team and Product Owner (PO), it is signed off and linked to a related Development ticket.

## 💻 Development Ticketing

- A Development Story is created once the design is approved (or directly if no design is needed).  
- The Business Analyst (BA) works with the technical and design teams to:  
 - Write the user story  
 - Attach approved designs  
 - Define acceptance criteria  
 - Identify any dependencies or blockers  
- Once the story meets the Definition of Ready, it becomes eligible for prioritisation in the sprint planning session.  
- On completion of development, the ticket moves to 'Ready for QA'.

## ✅ QA Process

- QA reviews items in the 'Ready for QA' column.  
- They validate against the Acceptance Criteria, raising any defects or issues for resolution.  
- Once tested successfully and issues are resolved, the ticket is moved to 'Done'.

# 🗓️ Sprint Cadence & Regular Meetings

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| Meeting | Purpose | Frequency |
| Sprint Planning | Prioritise and commit to work for the sprint | Every 2 weeks |
| Daily Stand-ups | Team sync on progress, blockers, and goals | Daily (15 mins) |
| Backlog Refinement | Groom and refine upcoming stories | Weekly |
| Show & Tell | Share progress and showcase delivered features | End of each sprint |
| Retrospective | Reflect on sprint outcomes and discuss improvements | End of each sprint |