RAPID **PROTOTYPING** ▶▶ WORKFLOW

Request comes into Trello board via RPT **request form**. Assigned to team member in weekly meeting.

Intro / kick-off meeting with 'client'. Team members in design and architecture should attend.

Decide if **S/M/L** project to know whether to proceed with full PM process.

Planning

User stories written with Acceptance criteria & Definition of Done.

Architecture discussed and agreed upon.

Design agreed upon (or plan design phase if required).

Dev Pipeline set up
(See RPT Git Workflow.)

Prioritised backlog with MVP line in Trello - agreed with 'client'. MVP shouldn't take more than 1-2 months.

Acceptance criteria must be met before moving user story to done. Work on completing one user story through to completion at a time (unless blocked.)

Drive **continuous 'client' engagement** with backlog prioritisation and weekly / bi-weekly sprint playbacks. RPT also invited for visibility of project if wanted.

Definition of done met before project considered complete. Transfer project to client.

Discussion around next steps & proper **user testing** of prototype for max benefit (if required).

Feedback form returned upon project completion. Any further requirements for this project should come through in a new request.