**Pre-Development Workshop Checklist for Tool Development**

**1. Business & Technical Alignment**

* Review personas, key stakeholders, and their specific needs and pain points.
* Conduct a high-level assessment of existing reports, data models, and data sources.
* Identify requirements for data historization, security, data ownership, and necessary documentation.
* Review current architecture and ensure alignment with technical goals.

**2. User Feedback & Requirements**

* Gather insights on user actions, report usage, and specific requirements.
* Prioritize user needs and ensure alignment on KPI definitions and business objectives.
* Develop a high-level star schema model for the data structure.

**3. Design & Visual Enhancements**

* Ensure design consistency with branding guidelines and follow usability best practices.
* Focus on enhancing user experience through intuitive and accessible design.

**4. Mockup Development & Iteration**

* Create initial low-fidelity mockups based on gathered feedback and initial insights.
* Iterate on designs based on continued user input and feedback, refining as necessary.

**5. Final Mockups & Product Backlog**

* Finalize high-fidelity mockups, including clear storylines, visual elements, filters, hierarchies, drill-throughs, and parameters.
* Create and prioritize a detailed product backlog to guide the development phase.