

**PARTNER EXPERIENCES DESIGN
TRACKING PROCESS**

Goals

Status

Allows us to gain visibility into what team participants are currently working on without disrupting their workflow

Capacity

Load balancing the team, fitting project to resource, avoid over extending.

Quality

Drives a high bar of success on team output by mitigating scope creep and communication gaps

Boards

The screenshot displays a Microsoft Visual Studio Boards interface. The browser address bar shows the URL: `microsoft.visualstudio.com/OSGS/ft_DevXDDashboard/_backlogs/board/Deliverables%20and%20Task%20Groups`. The interface is titled "Deliverables and Task Groups" and is currently in "Board" view. The board is organized into four columns: "Backlog", "In Scope" (23/5), "In Progress" (34/5), and "Complete".

Backlog Column:

- 9986474** Experience for Xbox Live open developers to create rich presence for their title. PMOwner: Arisa Conwell (Yoh Services LLC). Iteration Path: 1703. Progress: 0/5.
- 9986364** First Run Experience for Xbox Live open developers to create a leaderboard. PMOwner: Jon Anderson A #1 OK. Iteration Path: Greg Gonyea. Progress: 0/5.
- 10228449** XBL Tooling in UDC. PMOwner: Jon Anderson A #1 OK. Iteration Path: Greg Gonyea. Progress: 5.
- 10448185** UX: EA Access design. PMOwner: Jon Anderson A #1 OK. Iteration Path: Bernardo Zamora. Progress: 1/5.

In Scope Column:

- 10725327** [OO] February 17-24. PMOwner: Kyle Wendt. Iteration Path: 1702. Progress: 5. Status: Unassigned.
- 8935144** [UX] [Centennial] [Licensing] Developer can view customized licensing install policy for an app: 10, 1, or unlimited. PMOwner: Jon Anderson A #1 OK. Iteration Path: Bernardo Zamora. Progress: 0.5.
- 8935795** [UX] Developers can use Limited Distribution for Apps, addons and bundles to validate quality and accuracy before wide release. PMOwner: Jon Anderson A #1 OK. Iteration Path: Jonathan Garrigues. Progress: 0.5. Status: DETAILS_NEEDED, Fighting.

In Progress Column:

- 10956454** Full XBL redesign. PMOwner: Arisa Conwell (Yoh Services LLC). Iteration Path: 1703. Progress: 0/3. Status: Unassigned.
- 10956467** XDP Stats in UDC. PMOwner: Arisa Conwell (Yoh Services LLC). Iteration Path: 1702. Progress: 1/2. Status: Unassigned.
- 10820582** Concept approval hub design specs. PMOwner: Arisa Conwell (Yoh Services LLC). Iteration Path: 1703. Progress: 1/5. Status: ERA Gaming, INGESTION, triage needed, UWA Gaming.

Complete Column:

- 10956150** Arisa - OOF - 2/20. PMOwner: Arisa Conwell (Yoh Services LLC). Iteration Path: 1702. Progress: 1. Status: Unassigned.
- 10735270** [UX] Partner Portal V3 - Prototype Deck. PMOwner: Arisa Conwell (Yoh Services LLC). Iteration Path: 1702. Progress: 2.
- 10626715** AAA Gaming RS3 Vision Deck and Video. PMOwner: Jon Anderson A #1 OK. Iteration Path: Arvind Ladha. Progress: 3/3.
- 10555331** AAA Gaming RS3 Vision Review Storyboard Illustrations. PMOwner: Kyle Wendt. Iteration Path: Arvind Ladha. Progress: 3.
- 10527971** XDP to Dev Center Migration. PMOwner: Arisa Conwell (Yoh Services LLC). Iteration Path: 1702. Progress: 3/3. Status: Mehmet Erkilic.

The interface includes a search bar, a "New item" button, and a task list for the "In Progress" column with options for "Intake and definition", "V1 - Wires", and "V2 - Wires". The Windows taskbar at the bottom shows the time as 9:33 PM on 2/23/2017.

9868035 Open XBL Dev Center UX Design

Arisa Conwell (Yoh Services LLC)









4

Add tag

State **Started** Area OSGS\Design\Developer Experience\Dashboard\Dev C

Reason In Progress Iteration OSGS\1702

Description

B *I* U        

PM Owner	Matt Gonzalez
CPub Owner (if applicable)	Jon Anderson
When would you like the design by?	By 1701 if possible
When can we see this in INT?	1702
When will this go live to customers?	2/27/2017

Deliverables

Discussion

KL Add a comment. Use # to link a work item or @ to mention a person

WA **WDG VSTS Service Account** commented 2 months ago

This work item was updated as part of the Store January Breaking Changes. See https://osqwiki.com/wiki/VSTS_Breaking_Changes for more information.

What is it?

A top level work item that reflects a broader set of dependent design tasks

Who manages it?

Lead will work with assigned designer to manage closing out deliverables as dependent tasks are completed and report status

What's in it?

All design project documentation, assets, targeted iteration, PM owners and notes.

Who owns it?

Assigned to the Design Lead or IC who owns the area or feature

Who creates it?

PM creates it; Lead and Designer collaborate with PM to refine.

9868035 Open XBL Dev Center UX Design

 Arisa Conwell (Yoh Services LLC)









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
Deliverables


Can span multiple iterations

As a team, we roughly size and prioritize before embarking on the project.

Leads should know the scope of every deliverable, and be aware of scope change.

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Intake form

PROJECT NAME:	<>
PROJECT TEAM:	PM: DEVELOPMENT: RESEARCH: CONTENT: MARKETING: ACCESSIBILITY: REVIEWERS:
THIS MATTERS BECAUSE:	Describe the current user experience: What is the problem we are trying to solve with this project? What data (links) do we have to support the problem statement? (one paragraph each)
PROJECT GOALS:	User Goal: (one sentence) Business Goal: (one sentence)
WE ARE SUCCESSFUL WHEN:	Describe the outcome we aim to achieve. (one sentence)
HYPOTHESES:	If we do this idea/strategy, then we will get the outcome. (2-3 hypotheses, if/then statements)
INITIAL CHALLENGES:	Describe the landscape of <u>known-pitfalls</u> and open issues. (one paragraph)
DESIGN IS CREATING:	What is the key workflow that can tell the story for this project? (enumerate each scene of the scenario) What are the remaining key scenes we need to agree on before this project will be produced? (list of key scenes)
HOW WE WILL VERIFY BEFORE SHIPPING:	Describe the easiest way to check for success as we go. (one paragraph)
SCHEDULE MILESTONES:	What checkpoints are naturally built-into the schedule? (dates and design needs)

ID ↑	Work Item...	Title
9868035	Deliverable	Open XBL Dev Center UX Design
10016985	Task	Intake and definition
10225153	Task	V1 - Wireframes
10225182	Task	V2 - Comps
10225294	Task	V3 - Comps (Semi-Internal Review)
10225316	Task	V4 - Comps (Internal Review)
10225326	Task	V5 - Comps (External review)
10745416	Task	V6 - Handoff
10820582	Deliverable	Concept approval hub design specs
10887750	Task	Intake and definition
10887761	Task	V1 - Wireframes (Internal review)
10887764	Task	V2 - Wireframes (External review)
10887776	Task	V3 - Wireframes (External review)
10887791	Task	V4 - Handoff
10956454	Deliverable	Full XBL redesign
11000146	Task	V1 - Wires
11000953	Task	V2 - Wires
11001358	Task	Intake and definition
10956467	Deliverable	XDP Stats in UDC
10999988	Task	V1 Wires

Tasks

What is it?

A dependent “Task” or request that needs to be completed to close out a deliverable

Who manages it?

Generally self managed by assigned individual and monitored at a top level if work needs to be completed

What’s in it?

Details on the work ask, notes captured through the design process and links to related assets

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Tasks

Shouldn't exceed 4 weeks

Should be closed out to the assigned iteration

IC Designer should enter how many days it took to complete a task in the cost field

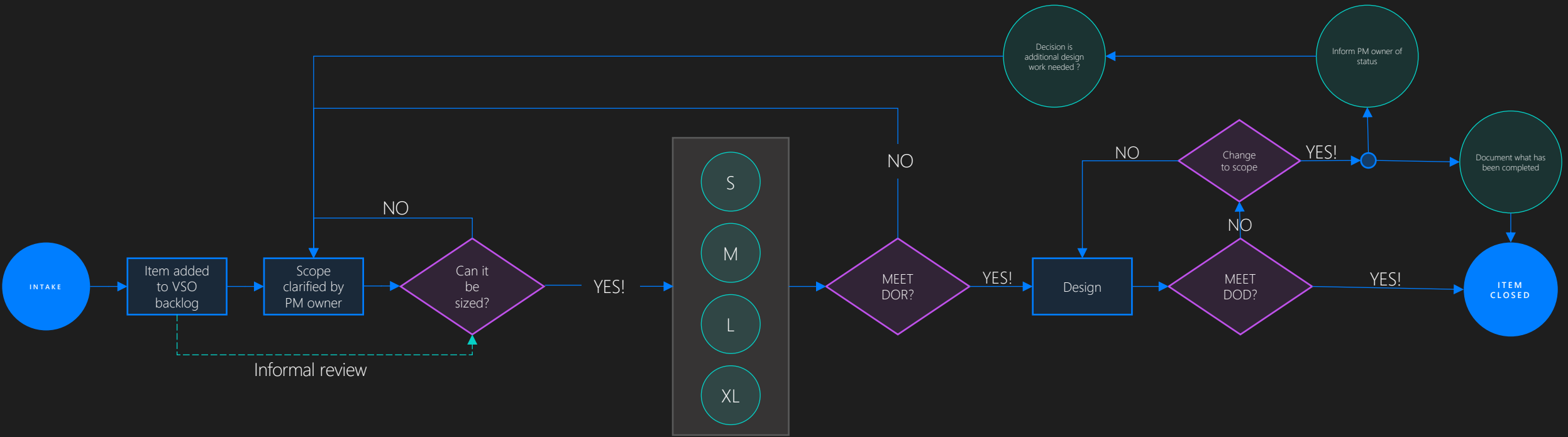
Sizing

T-Shirt Sizing

T-Shirt sizing is a way for us to have a common language when estimating our work. We leverage values that are consistent and simple to avoid ambiguity.

	VSO Values	Days
XS	0.5	.05 - 1 day
S	2	1 - 2 days
M	5	3 - 5 days
L	10	1 - 2 weeks
XL	20	2 - 4 weeks
XXL	30	>4 weeks

Design Workflow



Meetings

Triage/intake

Review and prioritize backlog, qualify if items are ready to be taken into scope, assign designer and start sizing.

Check-ins (standup)

Designers highlight blocked items or scope creep, identify time to resolve.

UX office hours

Weekly opportunity for PMs and engineers to bring a problem to the design team for help and consultation. Should be in-person, if possible, to facilitate white boarding and ideation.

Leads check-in(s)

Communicate status, workload, and risks to PM leads. Align on priority, top of mind items.