

Lightweight workshop template

<i>Date</i>	Feature name	
Discover	What are the specific user needs or frustrations that the feature will address?	
Define	How will we measure the success of the solution?	
	What existing design patterns are being consulted? (eg council, GDS)	
	What is the design challenge?	
Develop	What is the process for coming up with a solution?	
	Brainstorm: possible solutions	
	Proposed solution	
Deliver	Wireframe or prototype	
	Testing	
	Specification notes / Estimate	
	Who is responsible for taking this forward?	

Middleweight design template

	Feature name and date	
Discover	Which users is this a priority for?	
	What user research has been conducted?	
	What are the specific user needs or frustrations that the feature will address?	
Define	Have scenarios and/or journey maps been created?	
	How will we measure the success of the feature?	
	What is the design challenge?	
	What existing design patterns are being consulted? (eg council, GDS)	
Develop	How did we generate possible solutions?	
	What is the solution?	
	Were wireframes or a clickable prototype developed for testing?	
Deliver	What user testing has been conducted? What are the findings?	
	Has help text, documentation been produced for end-users and content designers?	
	How have the technical requirements been specified? Does it have functional tests?	
	Does it have demo content?	
	Have the permissions been integrated	

	and documented?	
	What accessibility tests were conducted?	
	Are there other tech considerations? (ag performance / caching)	
Next steps	Is further testing or design required?	
	What other tasks need to be added to the roadmap?	
	Is there a schedule for measuring success or appropriateness of the feature?	
	Have we advertised the design process and the next steps for this feature?	