

# CR Website Workflow

(Jan 24, 2019)

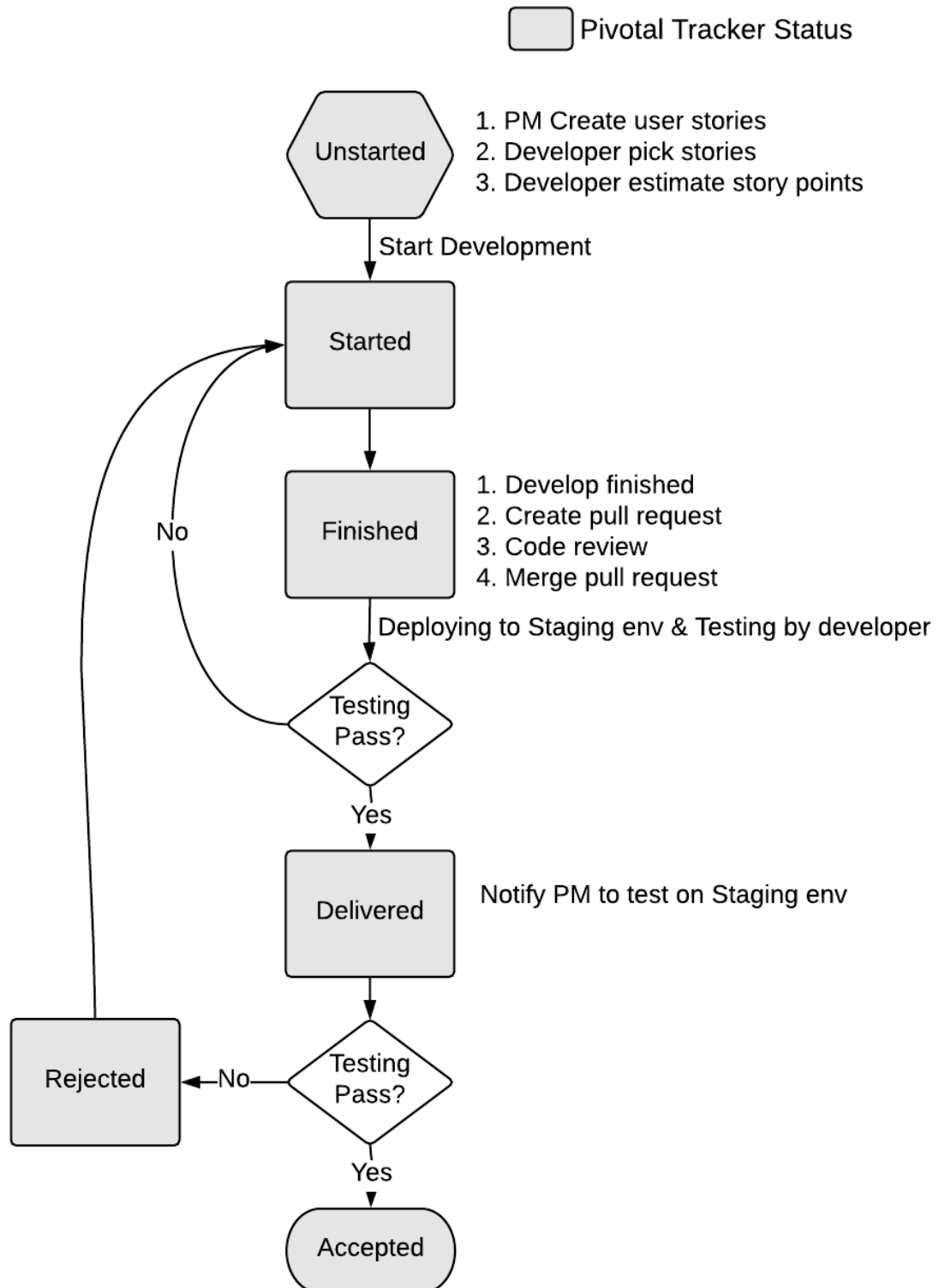
## Team org:

- CR website owner: Clarence (US), Rebecca (Beijing, China)
- Lead developer(LD): Harry (Beijing, China)
- Senior Developer(SD)
  - Wiktor (Spain)
- Developer
  - Semir (EU)
  - Henry (Vietnam)
- Designer
- Lead Front-end Product Management (PM) - Mike (China)
- Documentation / Learn - KP (Denver, US)

## Tools we use:

- Pivotal tracker(PT) -- PM/Designer/Dev/QA/Support collaboration
- Figma - Designer/PM collaboration
- Semaphore CI -- Developers only

# Development Workflow



## Workflow step by step

1. High level Roadmap planning - **PM**
2. In Pivotal tracker(PT), sprint planning per week, writing user stories - **PM**
3. Designer tasks priority sync per sprint - **Designer & PM**
4. Assign design tasks to designers, design tool (Figma), **Designer** to work with **PM** on UX/UI details
5. **Developer** estimate the effort, and assign story points
  - a. 0 = 0.5 hours - 1 hour
  - b. 1 = 1 hour - 1 day
  - c. 2 = 2 - 3 days
  - d. 3 = 4 - 7 days
  - e. 4 = No this option, since this case means story size is too big and should be broken-down
6. **Developer** start the story and change the status of story to Started
7. After finish the development **Developer** change the status of story to Finished, then create a PR(pull request) to staging (PR ONLY for developers to ensure the code quality), add a comment with the PR link and @ mention **LD** and **SD** to review the PR
8. After review successfully, deploy the code to staging env - **LD**
9. **Developer** test the changes on staging env, if test pass then change the status of story to Delivered, and @ mention **PM** to test
10. **PM** test/Verify, file bugs, set priority, assign to **LD** to distribute to developers
  - a. Test Scope: "Acceptance Criteria" section in story/bug
  - b. Test env (staging env): <http://staging.cyberrepublic.org/>
  - c. Test Account:
    - i. Regular user: You can register with your valid email
    - ii. Admin user: if you want admin permission to test, please send your username or email address to **Developer** so he can upgrade your permission
    - iii. Note: Staging env may be in code deployment, so just wait for 10 mins then re-try sometimes
11. Once verified, **PM** comment in PT with the result. Comment example: "Verified pass" or "Verified fail", add more details if the failure is not the same as the original failure.
12. **PM** UAT: DO UAT, then "Accept" the feature in PT (or "Reject")
13. Merge accepted staging branch to mater branch on github --- **LD**
14. Deploy the code to Production on Semaphore CI <https://cyberrepublic.org/> — **LD ONLY**
15. **PM** to verify the deployment quickly
16. Feedback, PMs will review it weekly then prioritize them into backlog/icebox
  - New feature ideas
  - Feature improvements
  - Bugs
  - User's feedback inside CR, PM review in CR website admin console