

The GIST Checklist

Not every product decision needs to be a big, complicated process. This checklist is meant to be a simple, lightweight way for the team to get the 'gist' of the issue and make a shared decision quickly. It's meant to be a starting point, not a complete solution.

Note, not everything listed is needed. They are just things to consider. Experience is knowing what to consider, yet doing only what's necessary..

Gather

- What is the user pain point being solved? (spell out the problem from the user's point of view)
- What type of user needs this change? (e.g. a power user. A novice. Try to be specific)
- How big of an impact is the change? (edge case or affects everyone?)
- Is there any previous work we've already done that's helpful here? (e.g. research, flows)
- Does this fit with the roadmap goals? (is this important to the overall project?)

Impact

- How does this affect the 'flow' of the product? (a spelling change vs many taps?)
- What is the engineering impact? (rough estimate, risks)
- Are there any product safety consequences to this? (e.g. ripple effects to this change?)
- What are the accessibility consequences to this?

Sketch

- Sketch out low fidelity mock ups of what it could look like. (2-3 if possible)
- Run these past a few key folks for a sanity check

Team Huddle

- Put everything into a short(!) sharable doc.
- Show it to the team working on this issue..
- Argue a lot, figure out what you missed, LOOK for trouble!
- Update the doc with this feedback.
- Get everyone to agree. (Doing it now is much easier than arguing later!)
- Point to this doc when creating the feature request/tracker.