

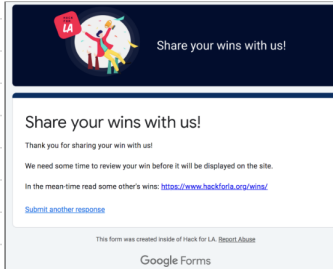
Category	Quotes or problem statements	Action Steps	Percent of respondents who contributed to this recommendation	Priority	Effort	Status	Issue number	Notes	Responsible	Additional notes re making issues
Win submission form		Offer a short description of what a Win is on the Wins page and the form.		High	Low		#3139	Users need context	Research 1 Dev 2 Research 3	We need three issues. 1. content writing, that should contain any notes/quotes from research that will inform the content development team 2. development, to implement adding the text 3. A usability test of the page after changes.
Win submission form		Provide instructions on how to edit submitted Wins. In the confirmation message shown after users submit their form, explain the review process/criteria.		High	High		#3143	Transparency is key	Dev 1 product 2 design 3 research 4...	Issues needed 1. Development to check feasibility of turning on google form edit and email confirmation, then how to identify a changed win so that its status is switched to Display: False and then put in the queue for re-review.  Don't make these issues yet: 2. design, work flow diagram to show what the steps in the process are 3. content, to write the text that matches the work 4. research, usability of plan and edits 5. back to content? 6. dev to impliment 7. research, usability testing
Win submission form		Provide guidance on what is expected in the "brief overview" question (p.4 of form).		High	Low		#3140	add word count, additional guidelines on what HfLA wants to see in "brief overview"	Research 1 Dev 2 Research 3	Issues needed 1. content to write 2. development to implement 3. research to test
HfLA processing of Wins		Once a Win is published, notify the submitter via email. Include a link to the published Win.		High	Medium		#3142		Product	Issues needed 1. org setup spreadsheet and draft email with <u>details provided by Research</u> , research, review content, emails are sent, and process is documented in the WIKI and added to the template for win review.
Sharing strategy		Reconsider the strategy "We want volunteers to share their wins on social media" because not all volunteers spread the word about HfLA using social media. Can create assets/badges that encourage user sharing on social; and/or create talking points for volunteers who share via word-of-mouth.		Medium	High		#3145		Research	Make an issue, for the icebox that contains links to this research and a summary and whatever quotes are related about social sharing. So that when we do start using social media again, we can refer to this, to develop an informed marketing strategy.
Win submission form		Add a progress bar to the google form.		High	Low				Research	Progress bar has been turned on. Make new issue to test again with new users and find out if they think that 4 pages is too many and are turned off. Meaning do we lose more people by having it or not having it.
Win submission form		Name "untitled section" of p.4 of form.		High	Low		Done		Research	Sections 3 and 4 got titles
Win submission form		Condense "I taught or mentored someone on my team" and "I...on another team" to one option on p. 4 of form.	18%	Medium	Low				Research	Org rep has communicated that the 2 people interviewed who asked for this are both on the same HfLA team and orgs hypothesis is that since neither of them have been getting or giving mentorship outside their team, they may not understand the value of that, which is why they said it could be compressed. This can be validated by asking people in the next round of testing if they have been mentored or are mentoring at hflla by someone outside their team.

## Wins Page Research- Recommendation List

### High Priority:

Offer a short description of what a Win is on the Wins page and the form. Users need context!

Provide instructions on how to edit submitted Wins. In the confirmation message, explain the review process/criteria. Transparency is key!



Provide guidance on what is expected in the "brief overview" question (p.4 of form).

Once a Win is published, notify the submitter via email. Include a link to the published Win.

Reconsider the product strategy "We want volunteers to share their wins on social media" because not all volunteers spread the word about HfLA using social media. Identify the goal behind this strategy and explore other ways to achieve this goal.

### Low Priority:

Add a progress bar to the google form.

Name section on p.4 of google form

A screenshot of a Google Form section titled "Untitled Section". The question is "What do you want to celebrate (select all that apply)?". The question is followed by a list of options, but only the first one is visible in the screenshot.

Condense the two options below to one.

- I taught or mentored a person on my team
- I taught or mentored a person on another team