

CHECKLIST FOR BUILDING A CONTINUOUS FEEDBACK LOOP ACROSS TEAMS

Establish Feedback Channels

1. Have you set up dedicated feedback channels for teams?

Task: Use tools like Slack, Microsoft Teams, or email groups to create clear channels for feedback sharing.
2. Are feedback channels accessible to all relevant teams?

Task: Ensure all teams (e.g., product, design, engineering, marketing) are part of the feedback loop.

Create Feedback Processes

3. Is there a defined process for collecting and sharing feedback?

Task: Document how feedback is collected, categorized, and shared, and communicate it to all teams.
4. Are feedback loops tied to specific workflows (e.g., retrospectives, design reviews)?

Task: Integrate feedback sessions into key workflows, such as sprint retrospectives or feature reviews.

Categorize and Prioritize Feedback

5. Is feedback categorized by type (e.g., bugs, improvements, ideas)?

Task: Use tagging or categorization systems in your tools (e.g., Jira, Trello) to organize feedback.
6. Is feedback prioritized based on impact and urgency?

Task: Apply prioritization frameworks (e.g., RICE, MoSCoW) to determine which feedback items require immediate action.

Act on Feedback

7. Is feedback assigned to the appropriate teams or individuals?

Task: Assign feedback items to the relevant team leads or individuals and track progress.
8. Are actionable items added to the product backlog or roadmap?

Task: Convert prioritized feedback into tasks or features and incorporate them into your development plans.

Close the Feedback Loop

9. Are teams updated on how their feedback has been addressed?

Task: Share updates via feedback channels or team meetings to ensure visibility of implemented changes.
10. Are users informed about changes made based on their feedback?

Task: Communicate changes to users through release notes, newsletters, or direct messages.

Measure and Improve

11. Are feedback loops regularly evaluated for effectiveness?

Task: Conduct periodic reviews to assess the timeliness and quality of feedback handling.
12. Is team satisfaction with the feedback process measured?

Task: Survey team members to gather suggestions for improving the feedback loop.

Feedback Loop Tracker:

Category	Key Question	Action Needed	Status(Yes/In Progress/No)
Establish Channels	Are feedback channels accessible to all teams?	Set up clear and inclusive communication channels.	
Create Processes	Is there a defined process for feedback sharing?	Document and integrate feedback into workflows.	
Categorize & Prioritize	Is feedback categorized and prioritized?	Use tagging systems and prioritization frameworks.	
Act on Feedback	Are actionable items added to workflows?	Assign feedback to teams and add to backlogs.	
Close the Loop	Are teams and users updated on progress?	Share updates via meetings and release notes.	
Measure & Improve	Is the process regularly reviewed?	Gather feedback on the feedback loop itself.	