CHECKLIST FOR SETTING UP PRODUCT DEVELOPMENT PROCESSES

- ☐ The product vision is documented and shared with all stakeholders.

- ☐ Clear product goals and objectives are established and aligned with the company strategy.

- ☐ Success metrics (e.g., OKRs or KPIs) are defined for the product.

- ☐ Roles for key stakeholders (e.g., product managers, designers, engineers) are clearly defined.

- ☐ Decision-making processes are outlined and agreed upon.

- ☐ A designated owner for each part of the development process is assigned.

- ☐ A prioritization framework (e.g., RICE, MoSCoW) is selected and communicated.

- ☐ The product backlog is organized and prioritized regularly.

- ☐ Trade-offs between effort, impact, and resources are discussed during planning sessions.

- ☐ A product roadmap is created, visualized, and shared with stakeholders.

- ☐ The roadmap includes clear timelines, milestones, and dependencies.

- ☐ Regular checkpoints are scheduled to review and update the roadmap.

- ☐ Regular sprint or iteration planning meetings are scheduled.

- ☐ Communication tools (e.g., Slack, Teams) are established and understood by all.

- ☐ Cross-functional collaboration practices (e.g., design and dev syncs) are in place.

- ☐ A project management tool (e.g., Jira, Trello, Asana) is selected and set up.

- ☐ Processes for task tracking, dependencies, and updates are defined.

- ☐ A system for handling scope changes or new requests is established.

- ☐ A testing strategy, including unit, integration, and user testing, is in place.

- ☐ Bug reporting and tracking processes are documented.

- ☐ Clear criteria for feature completion and approval are defined.

- ☐ Feedback loops with users (e.g., beta testing, surveys) are established.

- ☐ A system for capturing, prioritizing, and acting on feedback is in place.

- ☐ Retrospectives are scheduled to reflect on and improve processes.

- ☐ Tools for tracking progress (e.g., burndown charts, velocity) are in place.

- ☐ Regular updates on progress and challenges are shared with stakeholders.

- ☐ Metrics are reviewed periodically to assess development efficiency.

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