

COLLABORATION CHECKLIST FOR PRODUCT, DESIGN, AND ENGINEERING TEAMS

Alignment:

- ☐ Product vision has been clearly communicated to all teams.
- ☐ Project goals are specific, measurable, and agreed upon by all teams.
- ☐ Everyone understands how this project aligns with company objectives.

Roles and Responsibilities:

- ☐ Roles and responsibilities for product, design, and engineering teams are clearly defined.
- ☐ Ownership of key decisions (e.g., feature scope, design trade-offs) is documented.
- ☐ Cross-functional dependencies have been identified and assigned.

Planning and Prioritization:

- ☐ The product roadmap or backlog has been reviewed and prioritized collaboratively.
- ☐ Requirements and designs are finalized before development begins.
- ☐ Trade-offs between scope, time, and resources have been discussed and agreed upon.

Communication:

- ☐ Regular cross-functional meetings are scheduled to share updates and address blockers.
- ☐ Timely feedback is provided on deliverables like designs or technical feasibility.
- ☐ Decisions and updates are documented and shared with all stakeholders.

Tools and Processes:

- ☐ Shared tools (e.g., Jira, Figma, Confluence) are being used effectively by all teams.
- ☐ Collaboration tools provide visibility into progress and changes.
- ☐ Processes for version control and handoffs between teams are in place.

Testing and Validation:

- ☐ Test cases are defined collaboratively by all teams.
- ☐ Prototypes or MVPs are reviewed and approved before release.
- ☐ User feedback is planned for during and after testing.

Retrospective and Continuous Improvement:

- ☐ Retrospectives are conducted regularly to reflect on what worked and what didn't.
- ☐ Lessons learned are documented and shared with all teams.
- ☐ Processes are iterated upon to improve future collaboration.