THE POINTS GUY

TPG SITE PROCESSES & BEST PRACTICES

FILE SETUP

TPG File Foundations

File page setup:

- Set up your pages with any of the following sections that you need and then organize your actual design pages under the correct category (as shown to the right). Note that when you're done, you may end up with empty sections as your project pages will move around. You can delete empty sections when you're done or leave them, but make sure that your pages end up under the right category.
  - Documentation
  - Ready for dev
  - QA screenshots
  - PM review
  - User tests
  - Working
  - Archive
  - Playground
- Set Cover as thumbnail with your name, the status of the project, and last modified date
- Utilize a Design Change log as needed/ as makes sense for L or XL projects.. You can find one in the TPG File Foundations file that utilizes auto-layout and components (same as the one to the right)

Pages ＋

Cover

↓ -- 📗 DOCUMENTATION -- ↓

Change Log

↓ --- ✅ READY FOR DEV --- ↓

Page organization

✓ ↓ --- 🔍 QA SCREENSHOTS --- ↓ (if needed)

Example Page

↓ ----- 📙 PM REVIEW ------ ↓ (optional)

Example Page

↓ ----- 🍎 USER TESTS ----- ↓ (optional)

Example Page

↓ ------ ✏️ WORKING ------ ↓

Example Page

↓ ------- 💾 ARCHIVE ------ ↓ (optional)

Example Page

↓ ---- 🎮 PLAYGROUND --- ↓ (optional)

Example Page

Design Changelog `Project name`

● **Changes on** July 04, 2022 　　　　👤 Name

✅ Added

- Added homepage to allow user to show they are logged in
- Added a sort button allowing the user to filter the value array according to their needs.

🔧 Ticket Jira

🔧 Fixed

- Adaptation of the languages and texts of the commentary part to better reflect reality
- Adaptation of button colors to implement the main accessibility rules

🐙 Github

🗑️ Deleted

- Lorem ipsum dolor sit amet, consectetur adipiscing elit. In maecenas nec aenean a placerat vitae commodo.
- Lorem ipsum dolor sit amet, consectetur adipiscing elit. In maecenas nec aenean a placerat vitae commodo.

🔧 Ticket Jira

● **Changes on** July 04, 2022 　　　　👤 Name

✅ Added

- Added homepage to allow user to show they are logged in
- Added a sort button allowing the user to filter the value array according to their needs.

🔧 Ticket Jira

🔧 Fixed

- Adaptation of the languages and texts of the commentary part to better reflect reality
- Adaptation of button colors to implement the main accessibility rules

🐙 Github

DESIGN CHECKLIST

TPG Site Figma Checklist

This Notion checklist includes information on:
- layout + spacing
- styles
- layers, organization + clean up
- components + icons

This checklist can be used to ensure that the documents we pass off to each other, engineering, or our libraries are as clean and consistent as can be.

✅

TPG Site Figma review checklist

Before sending your Figma work to engineering (or another teammate or before adding to a library), run through this checklist to make sure you've done everything needed for a successful hand-off.

DEV HANDOFF + FILE PREP

"Ready for dev"

After a design has been approved, add dev notes to call out:
- net new features
- updates of old features
- variants of old features
- functionality

When you're done, if you haven't already, place all frames on a Section. This will allow you to mark the page "Ready for dev", which will show up on the section as well as in the Page list.

Once a page is marked **"Ready for dev"** and passed off to engineering, that file is considered **"locked"** and we should make no changes to that file without discussing it with engineering first (and potentially other stakeholders). Any larger updates or iterations should be done on a separate page for approval and scoping.
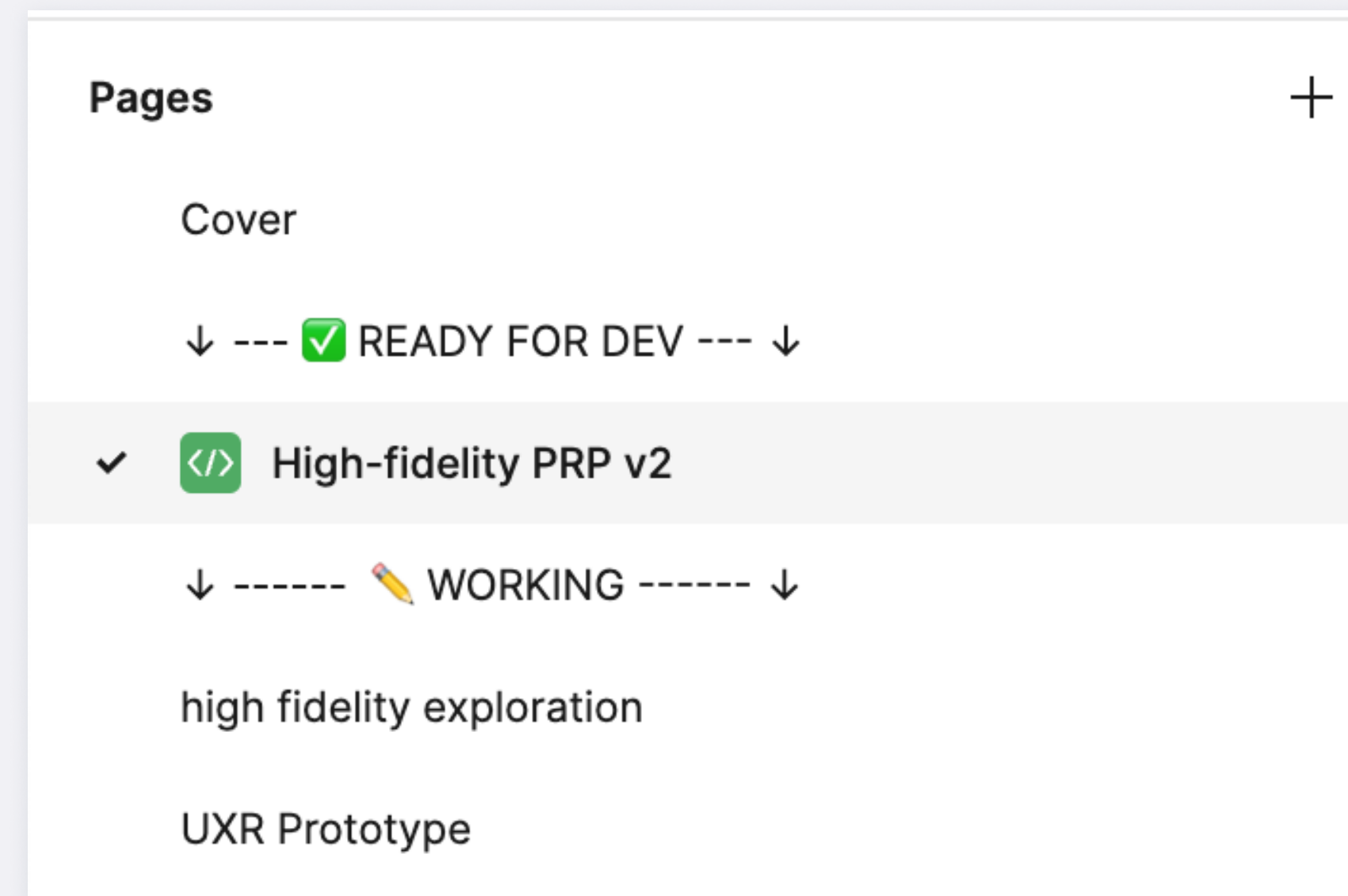
QA PROCESS

CARDS QA PROCESS

Spreadsheet + Screenshots

On the TPG CA team, in collaboration with our engineers and product, we've had much success with a combination of a QA spreadsheet for documenting feedback, prioritizing, and tracking statuses and screenshots with clear visuals to help engineers immediately understand what needs to be fixed.

For L or XL projects, the Creative lead should indicate if a task is "MVP or Fast-follow" so that when product and engineer reviews they can take our recommendation into consideration to make a final call on scope.

For smaller projects or post-MVP/ secondary rounds of QA, all tasks should be considered MVP and product will determine the priority order.

For screenshots, add a QA Screenshots page and section to your Figma. Capture screenshots of the live design and annotate what needs to be fixed. Make sure that the Row # matches the spreadsheet. Add the Figma link to the top of the spreadsheet. Mark the section "Ready for dev" and provide both links to engineering when done QAing.

L/XL Projects

See QA Screenshots: [figma link]

Please classify your feedback (bug, design fix, copy edit, suggestion, question, etc.)	In Scope?	Section	What are you seeing?	What should it be?	Device	Browser	Reported by	MVP or Fast-follow (Design)	Notes	Ticket	Dev Completed	Passes QA?	QA Notes	MVP or Fast-follow (Product)

Smaller projects, post-MVP, secondary QA rounds

See QA Screenshots: [Figma Link]

Please classify your feedback (bug, design fix, copy edit, suggestion, question, etc.)	In Scope?	Section	What are you seeing?	What should it be?	Device	Browser	Reported by	Notes	Ticket	Dev Completed	Passes QA?	QA Notes	Product Rank Order