



Working on tasks

There are no unimportant or optional items on this list, each one is crucial for teamwork.

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Asana

1. **Check the name of the design task.** It should be unique, convey the context, and be easy to find using search. The task should be part of an epic (if not, ask the task owner to specify it).
2. **Find related tasks.** If a task was preceded by another similar one, link them by adding references to each other in the descriptions of both tasks.
3. **Ensure that the description is complete.** The problem should be described comprehensively, not the solution.
 - a. If the description is comprehensive: during the design brainstorming session, evaluate the task in story points (round the estimate up):
 - i. 1–1.5 hours of work – 1 story point
 - ii. 1–1.5 days of work – 3 story points
 - iii. 2–4 days of work – 7 story points
 - iv. More than 4 days – break down into subtasks
 - b. If there is insufficient information: estimate the task approximately, inform the task owner, document the risks (details below).
 - c. When the description appears during the sprint: if there is insufficient information, inform the task owner and document the risks. If the description is comprehensive, re-evaluate the task. If the scope has increased, create a new task for refinement in the next sprint.

4. **Split the task into stages:**

- a. Simple task
 - i. **Design** task
- b. Medium task
 - i. **Design Analytics** task for wireframing
 - ii. **Design** task for UI design
- c. Complex task
 - i. **Design Analytics** task for wireframing
 - ii. **Design Analytics** task for usability testing
 - iii. **Design** task for UI design

- 5. **Attach materials.** Download and attach as files all online documents referenced in the task description. If there are links to a Slack discussion, download the relevant images from Slack and attach them to the description. Ask the task owner to follow this rule in future.
- 6. **Add a Figma link.** Choose the file and page in Figma where the work will be done (but not a page called *Master*), create the first frame, and add a link to it in the task description.
- 7. **Define the solution in writing.** Write in the task description exactly what the designer will do. Discuss this with the task owner and with designers during the design brainstorming session.
- 8. **Keep progress information up to date.** Move the task between columns on time (from **To do** to **Waiting for owner feedback**). In the task description, mark completed stages with a green tick . Once the task is finished, mention the task owner in the comments.

Slack

- 1. **English.** Communication is in English, except for direct messages and channels with the suffix **-ru** in the name.
- 2. **Public discussions.** Discuss questions about the task in public channels rather than direct messages. Some tasks and projects may have dedicated channels, all other tasks should be discussed in **proj-design**.

3. **Do not hesitate to ask for help.** If there are doubts or advice is needed, share design drafts in the team-design channel.
4. **Get design team approval first.** When the task is finished, post an image and link in team-design, mention **@design**, and move the task in Asana to **For design approval**.
5. **Amends.** If there are comments and suggestions, record them as a comment to the task in Asana. Estimate the amount of rework.
 - a. If there is enough time within the allocated story points, update the designs.
 - b. If story points has run out, create a copy of the task in **Asana**, add **v2** to the title, adjust the description to reflect the rework/amends, link the tasks to each other, estimate the new task in story points, and agree a plan with the owner: schedule it for the next sprint or remove something from the current sprint.
6. **Changing requirements.** If the requirements change during the work, stop work, document the changes in the **Asana** task description, write in a public Slack channel, and re-estimate the scope.
 - a. If there is enough time within the allocated story points, continue working.
 - b. If the scope exceeds the allocated time/points, create a copy of the task in **Asana**, add **v2** to the title, adjust the description to reflect the changes, cross-link the tasks, estimate the new task in story points, document the risks, and agree a plan with the owner: schedule it for the next sprint or remove something from the current sprint.
7. **Handover of the task.** After final approval by the design lead, post in the stream's Slack channel and in the task-specific channel: an image, links to the Figma design and the Asana task, and mention the task owner and stakeholders. Move the task in Asana to **Waiting for owner feedback** and mention the owner in a comment.
8. **Risk documentation.** Describe the situation on a dedicated Notion page and discuss it at the retro.

Figma

1. **Entry point.** Start by adding a screen that precedes the scenario you are working on. There may be several such screens, add all of them.
2. **Design in context.** Use frames sized **1512×982** for desktop and **390×844** for phone.
 - a. Add **web browser**, **iOS top bar**, and **iOS bottom bar** components from the **Prototype components** library.
 - b. Add an auto-layout called **Scroll**, and in prototype settings set vertical scrolling (example of a correct layout: [Figma](#)).
3. **Libraries.** Enable **Prototype components** and **Design System V3** in the working file. Disable other libraries. Use the prepared text styles, colours, spacing and radius variables.
4. **Screens structure.** Cross-check against the real product, keep existing Figma mockups up to date. Build using ready-made components. If the library does not have what is needed, create local components (their names must start with a dot).
5. **Components.** Create them at the wireframe stage; the final appearance is not important yet.
 - a. Names should reflect the logic and structure of the layout. For example, title+subtitle, account card, carousel, illustration+text, progress bar, and so on.
 - b. Text strings should be extracted as component variables.
 - c. Collect the icons used into a separate sub-component so that no one can use the wrong icon.
 - d. All component variants must have the same structure.
 - e. The component must not allow a combination of parameters that is impossible in the product.
 - f. Check that switching between variants works correctly (so that values entered in other variants are not lost).
 - g. Set minimum and maximum sizes, and ensure the component behaves correctly across the allowed size range.
6. **First screen.** Build the first screen as an example for two platforms:
 - a. Phone and desktop.

- b. Test the responsive layout and automatic wrapping.
 - c. Check the phone layout at **360×720**.
 - d. Check switching between light and dark themes.
 - e. Make sure groups and frames are not used (only allowed as borders for illustrations).
 - f. Name all elements semantically so their purpose and content are clear (for example, Trustpilot section, ETFs list, Address, and so on).
- 7. **Other screens.** Create them based on the first, fully verified screen.
 - 8. **Polishing the UI and illustrations.** After the wireframe task is discussed with developers and task owner, approved and completed, move on to the visual design task.
 - 9. **Master.** After the UI task is approved, move the designs to the **Master** page.
 - 10. Update CJM.
 - 11. **Publishing components.** Discuss the created components with the designers. If the components are useful to everyone, create a task to move them into the design system.

Short checklist

Asana

- 1. Make the task title more specific, ensure that it's linked to an epic
- 2. Cross-link the task to the previous one, if there is any
- 3. Ensure the task description is complete and estimate it in story points
- 4. Split the task into stages (wireframe, test, UI design) and link them
- 5. Attach all materials to the Wireframe task
- 6. Add a link to Figma
- 7. Describe in words how the task will be approached, point by point
- 8. Move the task on the board
- 9. While the task is in progress, tick off completed items

Slack

1. Discuss the task in public channels in English
2. Do not hesitate to ask for help and advice
3. Share intermediate stages in **team-design** and mention **@design**
4. After receiving feedback, estimate the scope of rework and, if needed, create a new task and post about it in Slack
5. If requirements are incomplete, document risks
6. After approval by the design lead, post in the stream channel (and the task channel, if there is one) and mention the task owner

Figma

1. Add the screen that precedes the entry into the scenario
2. Create the design in a real context
3. Use only the **Design System V3** library
4. If updating an existing screen, compare the design against the real product
5. If there are no suitable components, create local ones
6. Check new components work correctly
7. Assemble the first screen using components in mobile and desktop formats
8. Check the responsive layout
9. Check dark and light themes
10. Remove groups and frames
11. Check layer names
12. Create subsequent screens based on the verified first one
13. Get the wireframe approved by the design lead
14. Discuss with developers
15. Get approval from the task owner and close the task
16. Move on to the UI design task
17. Finalise illustrations and icons

18. Prepare images for export
19. Move the approved designs to the Master page
20. Updater screens in CJM
21. If components were created, discuss them with the design team
22. Create a task to move new components into the design system and document the new components