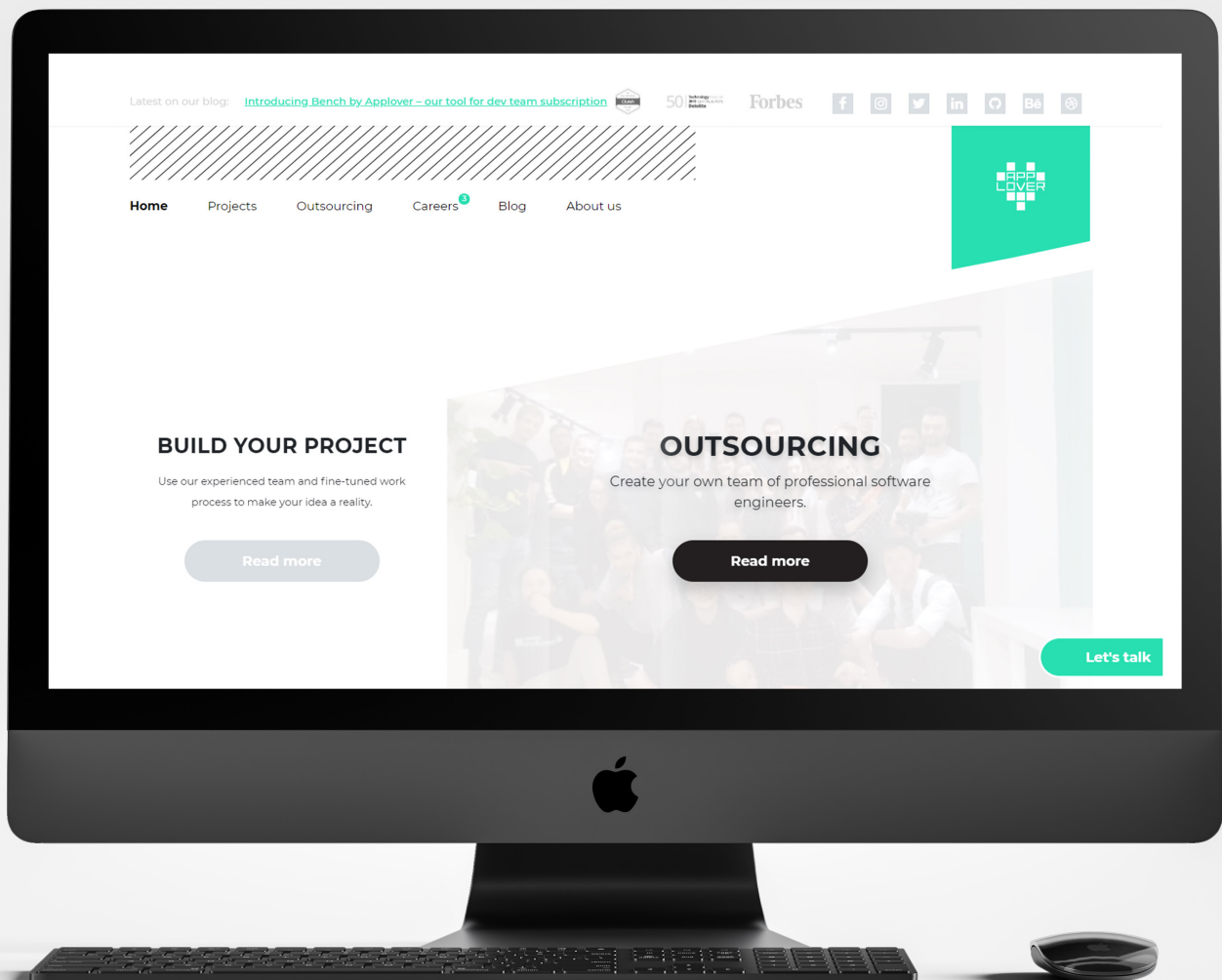


# PROCESS BOOK

HOW A WELL-PLANNED PROCESS WILL  
BRING YOUR PROJECT TO REALITY





**Mentorship**

**What is it about?**

Mentoring adds value to your skill set and ability to learn as a leader to help other team members achieve their goals of excellence. These skills and necessary leadership competencies combined to help your mentee in their career development by guiding you towards their goal based on your experience.

Milestones  
1 2 3 4 5

- Home
- Teamwork
- Tech Leading
- Communication
- Community
- Delivery & Problem Solving
- Evangelism
- Knowledge sharing
- Mentorship
- Organization Design

SAVE YOUR TIME,  
LET US DO ALL THE  
TEDIOUS WORK  
FOR YOU

OK  
OK  
OK

3. ...  
4. ...  
5. ...  
6. ...  
7. ...



**Radosław Bułat**

CEO

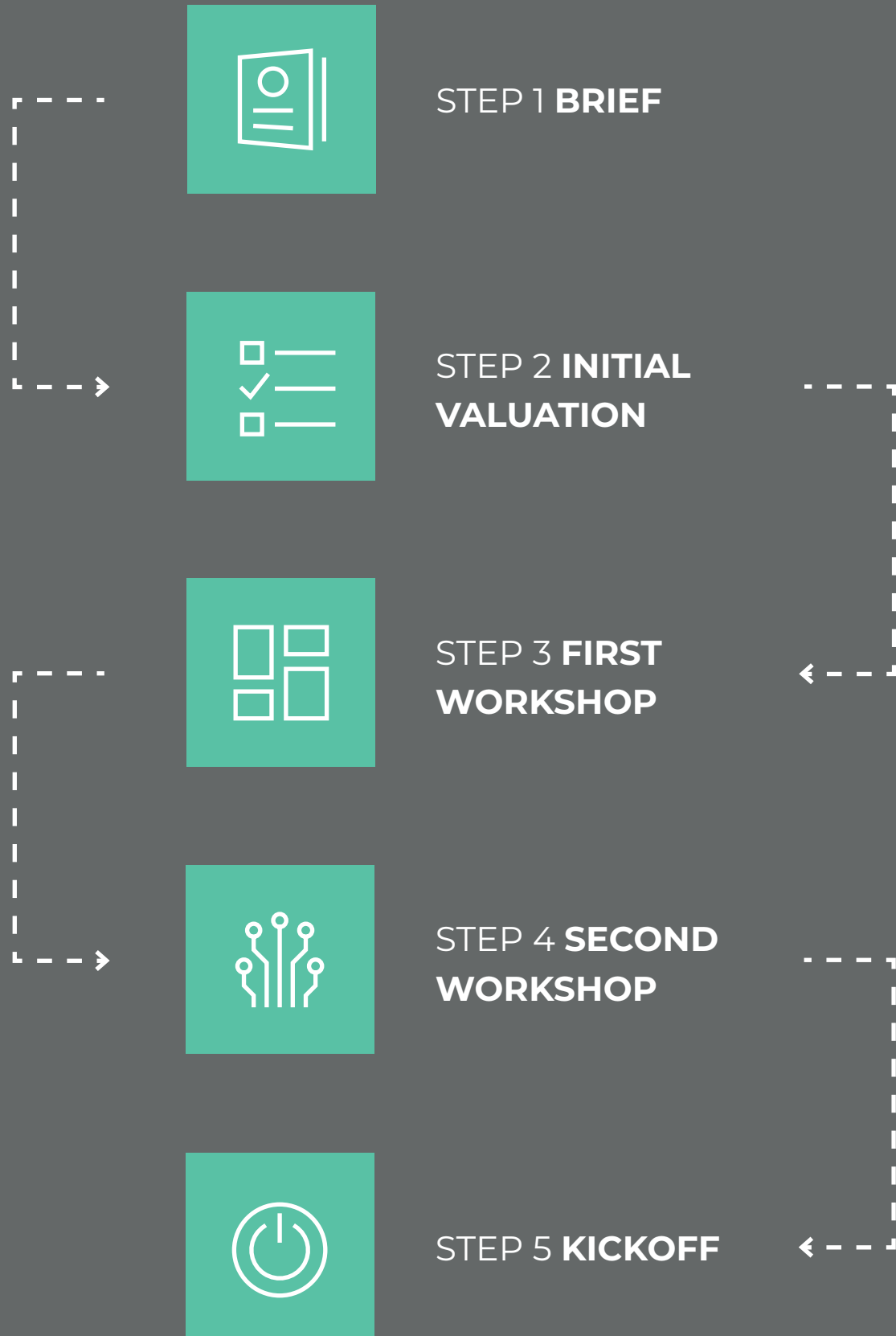
The document below will provide details regarding the most important stage of your project – planning. It is also a guide that will explain what is done, at which phase of the project, who does what, when do they do it, why is it done. The following process book is based on experience over numerous years and countless completed projects, thanks to its assumptions we can be sure that the resulting product is created in accordance to your expectations and the latest technological solutions. Familiarising yourself with this document will help you better understand the subsequent stages of creating your product and will give you control over possible changes.

**Radosław Bułat** CEO

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# HOW DOES IT WORK?





# GLOSSARY

## **BRIEF**

In our case, it takes a form of questions and answers. It defines the general objectives and functionality of the product, setting out further work on its creation. It is also a contribution to the valuation and work planning.

## **WIREFRAME**

Wireframes are a visual representation of a user interface that specifically focuses on space allocation and prioritization of content, functionalities available, and intended behaviors. For these reasons, wireframes typically do not include any styling, color, or graphics.

## **SPECIFICATION**

A specification is a set of documented requirements to be satisfied by a product. It contains every desired functionality in the form of user stories. Every user story is then broken down into a detailed description, actors involved, and an outcome.

## **UX (USER EXPERIENCE)**

A design approach focused on the overall user experience so that the interaction with the product will provide the best possible experience. To this end the UX Designer adopts a user-oriented design methodology.



## **QA (QUALITY ASSURANCE)**

A process within or between the planning and production phase necessary to ensure the highest quality of your product. In software development, this is a particularly important process taking into account a multitude of different potential devices and dynamically changing system environments.

## **PROJECT MANAGER**

Specialist responsible for planning and delivering the project on time. This is the contact point between the project team and the client ordering the product.

## **DEVELOPER – (SOFTWARE DEVELOPER, PROGRAMMER)**

Technical specialist responsible for developing code elements that are the foundation of the application.



# ROLES IN THE PROCESS



Piotr Sobusiak



Michał Kukuł



Piotr Sędzik

## **PROJECT MANAGER (BUSINESS ANALYST)**

Coordinates communication between the development team and their client, distributes tasks and assigns work to developers. That's the person responsible for meeting deadlines.

### **Responsibilities:**

- Manages the entire specification process.
- Is responsible for meeting deadlines.
- Distributes tasks and assigns work to developers.
- Coordinates communication between the development team and the client.

## PRODUCT ANALYST

Provides technical consultations, analyses application flow, performs product analysis through the prism of solutions already available on the market.

### Responsibilities:

- Prepares substantive input for technical specification.
- Designs brief and prepares specification analysis (optional).
- Analyses application flow (additionally).
- Performs product analysis through the prism of solutions available on the market.
- Selects and adapts services of external providers.
- Provides technical consultations.



Jakub Kadulski



Bartek Łuczak



Michał Kopczewski

## QUALITY ASSURANCE (QA)

Analyses the prepared first version of the specification, identifies the main risks in the project, prepares test scenarios.

### Responsibilities:

- Selects the tools necessary for designated parts of product.
- Identifies the main risks and usage requirements in the project.
- Analyzes the prepared first version of the specification.
- Performs application flow analysis.
- Ensures specification consistency.
- Identifies the main risks in the project.
- Prepares test scenarios.



**Julia Komin**



**Patryk Bułat**



**Katarzyna Szostak**

## **UX/UI DESIGNER**

Creates wireframes of the future product, the flow of an application but also defines the target group of an application.

### **Responsibilities:**

- Analyses the product requirements and conducts the research.
- Creates information architecture and prepares the wireframes, which mirror how the product will work.
- Prepares clickable wireframes.
- Performs analysis of the design brief.
- Conducts research of solutions available for this project in the market.
- Defines the target group and adapts the product to the selected group.
- Creates the flow of an application.
- Prepares materials in an appropriate form (XD Adobe).



# STEP 1 BRIEF

1

## GOAL

Brief is a document that we will create together. It is **a list of questions about the product**, which after you answer them, will give us **an idea of the desired functionality**.

2

## VALUE FOR YOU

- It allows you to describe the idea behind the product.
- It's the document to describe your product goal.
- It gives you the opportunity to share your vision, all the basic functionalities along with the big picture of your idea with the development team.

3

## WHY IS IT SO IMPORTANT?

It serves as a basic reference point for the client and for Approver. It's a crucial tool that facilitates clear and accurate communication at the beginning of the design process and **helps us understand the product** you envisioned and challenges that it will solve.



**4**

**HOW IS IT DONE?**

Our team will send you a Google document with multiple questions and short tips or examples, in case you're not sure what to share in each of the parts. The brief consists of questions regarding your core business as well as all the functionalities and goals to meet.

**5**

**OUTCOME**

Based on the completed brief, we can move on to initial valuation.

# STEP 2 INITIAL VALUATION

**1****GOAL**

At this stage, we determine the **time and costs of the project** very generally based on the brief you sent us.

**2****VALUE FOR YOU**

- It allows us to determine a ballpark budget at an early stage.
- It lets you figure out if we're a good fit for your budget.
- It helps you estimate the timeline of the project so you can plan the release date and your next steps.





**3****WHY IS IT SO IMPORTANT?**

It gives you information to **determine costs** and the **expected time** needed to finish your project.

**4****HOW IS IT DONE?**

Based on general information about the project, the initial valuation is presented in the following form:

***2 programmers for 2 months, each work 160 hours per month at a rate of \$60, which totals \$38,400.***

In case of more extensive data being provided, the valuation may be provided in a form of a Spreadsheet divided into functions and/or sections.

**5****OUTCOME****VALUATION**

The initial valuation is not binding for any of the parties, but allows you to determine the budget at an early stage. Here we need your input if the initial valuation is within your budget, otherwise we can operate on **a monthly basis or negotiate specific functionality.**

**FRAMEWORK AGREEMENT**

If the valuation we've presented to you is within your budget we proceed to sign a framework agreement. It defines **the framework of cooperation**, rates, liability of the parties and confidentiality of your project.

After receiving the signed Agreement, we proceed to the first Order.

**ORDERS**

Orders are extensions of the framework agreement. In such a document, each planned work is described with these parameters:

- Subject of the order (scope of work)
- Price
- Deadlines
- Warranty

The first Order of the project covers workshops consisting of:

- Business analysis
- UX/UI analysis
- First workshop
- Second workshop
- Functionality specification
- Clickable wireframes

After receiving the signed documents, we move onto the Workshop Stages. It's crucial that you sign the documents within 7 days of receiving them, this allows us to book our workforce to prepare for Workshops/Specification.

In this part, our QA team will be responsible for brief analysis and establishing which features are missing details, how Users' expectations might look like, and which platforms are our target. All of that would be presented during the first workshop.





# STEP 3 FIRST WORKSHOP

**1**

## GOAL OF THE FIRST WORKSHOP

It's goal is to collect the information and materials needed to create the initial technical specification and mockups, including **business and technical analysis of the product**.

**2**

## VALUE FOR YOU

- It gives you the opportunity to impact the project directly.
- It helps you make the development team understand what is the core business of your company and how your tool, app or website should look like to make it thrive.
- It helps you understand the form in which the cooperation will take place to make it productive.

**3**

## WHY IS IT SO IMPORTANT?

It helps the team conduct a technical and business analysis of the product and move on to the next step of the product development.

4

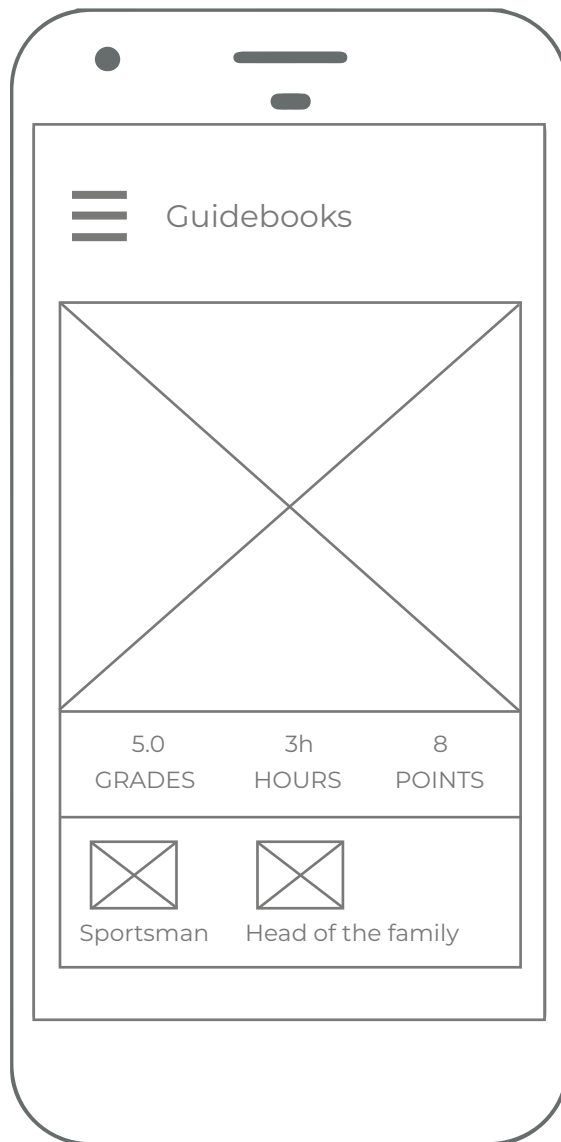
**HOW IS IT DONE?**

Workshops can take place at Applover headquarters, in your office, or via conference call. It's the time where **you can define the problems your product will solve** with the help of our development team. It'll be the right time to conduct the product analysis together and discuss any additional technical topics related to the project.

5

**OUTCOME**

Our team will be ready to move on to creating specification and wireframes, which will help you get an idea on how your project will be structured.



# STEP 4 SECOND WORKSHOP

## 1

### GOAL OF THE SECOND WORKSHOP

Its aim is to clarify any doubts or issues and create final versions of specification and wireframes. Also, our QA team's job here is to inform you which parts of the project might be test-sensitive and what are the main risks while developing specific features. Also, you'll get to know tools, devices, and emulators that shall be used in the upcoming phases. It will **give you full insight into the whole process**. That includes:

- possible use of existing devices
- the need to use a device emulator
- tools needed to test the indicated Operating System
- risks related to the diversity of native device resolutions
- risks associated with the internal architecture of devices for the indicated Operating System

## 2

### VALUE FOR YOU

- It helps you get an overview on what has been achieved so far and what still poses a challenge.
- The second workshop helps you understand the specification and lets you add anything that might be missing from your point of view.
- It lets you address schedule-related challenges (deadlines).

**3****WHY IS IT SO IMPORTANT?**

This part of the workshop series is done so you understand all the information contained in the specification and **to ensure that your vision has been transferred to both the specification and the wireframes.**

**4****HOW IS IT DONE?**

This part of the workshops is mainly to verify the project assumptions. It's done through the summary of the current state of work, going through both the specification and wireframes and discussion on each part of them. After the meeting, you'll receive **a summary of the findings and the next steps.**

**5****OUTCOME**

Besides the summary of what needs to be done due to the conclusions made during the second workshop, we'll set deadlines related to the delivery of the final version of the **wireframes** and **specification**. (You can find a comprehensive explanation of goals, values, and outcomes of wireframes and specification below.)

During the second workshop, the QA team will inform you which parts of the project might be test-sensitive and what are the main risks while developing specific features. Also, you will be informed about tools, devices, and emulators that shall be used on upcoming phases to have full insight into the whole process.

# WIREFRAMES

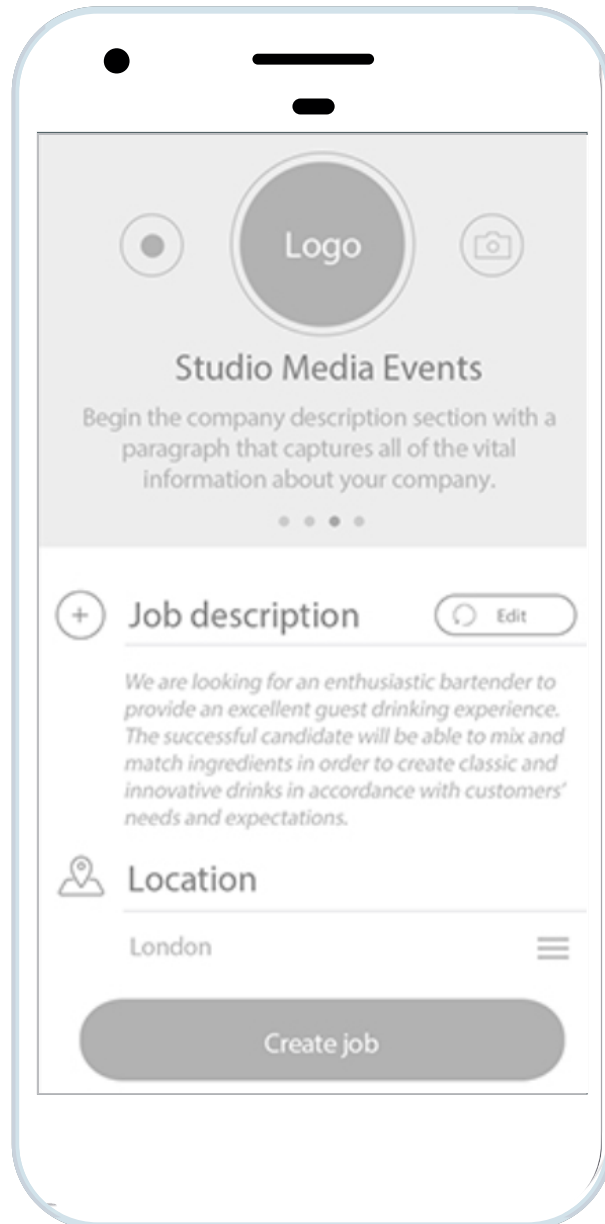
## GOAL

The goal here is to create wireframes of a page or an application showing what elements of the interface will exist on individual views and how they will work. Wireframes are also important in terms of applying a structure to the entire project (dividing each screen into logical parts), developing and testing the user flow (making everything work logically to the user). **It helps start the work properly**, based on the UI layer and development.

In this step, it's also the time for our QA team to analyze wireframes to ensure that user flow is intuitive and all functional elements are appropriately placed and described. In addition to checking the consistency of specifications, the QA based on technological solutions in the field of backend will also identify:

- features that may crash
- queries and feedback that require description for the debug console
- access to administrative panels of used platforms
- QA solutions improving black box tests





## VALUE FOR YOU

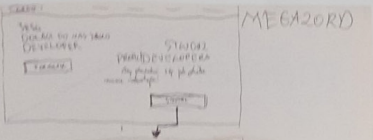
- Wireframes give you a better idea of what the whole application will look like.
- They allow you to plan and check the structure of the page and the functions it has to perform.
- They let you understand the functionality of the application/website.
- The creation of wireframes helps you visualize your project at an early stage and confront it with your vision.

## WHY IS IT IMPORTANT?

It's an **early visualization of your project** and helps you check whether the UX/UI team understood your idea, taste and vision properly. It helps to move on with developing and completing the project.

## OUTCOME

In this part our UX/UI team will perform a market analysis for you, finding out more information about your competitors and what to do to make your product one step ahead of them. Our team will also create early sketches for you, which will give you an overview of the website or application. At the end of that process, you'll obtain an access to wireframes prepared in Adobe XD (the program that allows to share open design files with others, which improves the flow of information between programmers, designers and the client).



### POZYKANIE KLIENTA

- 1. Wsk. Działania w ramach Działania
- 2. Wsk. Działania w ramach Działania
- 3. Wsk. Działania w ramach Działania
- 4. Wsk. Działania w ramach Działania
- 5. Wsk. Działania w ramach Działania
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- 8. Wsk. Działania w ramach Działania
- 9. Wsk. Działania w ramach Działania
- 10. Wsk. Działania w ramach Działania

### POZYKANIE PROGRAMISTY

- 1. Wsk. Działania w ramach Działania
- 2. Wsk. Działania w ramach Działania
- 3. Wsk. Działania w ramach Działania
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- 9. Wsk. Działania w ramach Działania
- 10. Wsk. Działania w ramach Działania

# SPECIFICATION

## GOAL

It identifies the expected result of the implementation. It contains goals, features and details the team needs to turn your vision into reality.

## VALUE FOR YOU

- It ensures you how the developed product will meet business and functional requirements.
- It helps you understand complex relations and features of the product.
- Provides means to simplify the communication with the product implementation team by developing a common language (names of screens, components, features).

## WHY IS IT IMPORTANT?

A properly written down specification enables the client to effectively transfer requirements to the development team. It increases the credibility of the findings and gives the opportunity to analyze and compare project with the finished product. The arrangements contained in the specification are legally binding, **the specification is an appendix to the agreement**. Changes are possible, but they involve a change in the project valuation and signing a new order.

## HOW IS IT DONE?

The project specification is created in Google Docs as a private document that you and the project team have access to. The document allows you to add comments and conduct discussions regarding specific elements, paragraphs or sentences in the document. The specification is accepted through comments within Google Docs in designated places.

## OUTCOME

Programmers know what they are building, QA team knows exactly how the system should operate. You're aware of what the final product will look like. The issues that could extend the project's scope of work are detected and resolved before kick-off. You get **a description of the product's functionality.**

QA Accepting Checkboard will now be prepared. After your acceptance, it will help us to measure progress over project development and could be our primary QA indicator.





# STEP 5 KICKOFF

After the conclusion of the second workshop, the specification and the wireframes are finalized and accepted. We now can be sure that we fully understand the project assumptions. Here we sign the framework agreement and Order 1. The next step is signing a second Order which includes some parts of development and design. Once we close formal matters – agreements, signatures we can start working on the project.

Then, the team participates in a series of introductory meetings, where the Project Manager, product analyst and UX designer present the project's vision to everyone involved. It is time to **go through the entire specification together and clear any doubts.**

Finally, when everyone is familiar with the project, a start date is set, and the team begins work simultaneously.

# LET'S STAY IN TOUCH



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