

Visual Design

UX Team Onboarding

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Walgreens Boots Alliance

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Welcome

Welcome new Visual Design Team Members



Onboarding schedule

This week:

- Visual Design Onboarding (this presentation)
- UX Squad Onboarding (given by UX Lead)
- Setup Computer and desk
- Accounts: Outlook, Confluence, Figma, Trello, Webex, Polycom

This month:

- UX Onboarding (Confluence)
- Figma Training (See UX Onboarding space)
- Design System documentation
- Store and Innovation Center tours

Our UX Team

About our UX Team

4 cross-functional domains

1. **BAYMAX** – Clinical Services (*UX Lead - Christine Velez*)
2. **C-3PO** – RxProcessing (*UX Lead - Chris Kiess*)
3. **MARVIN** – Inventory (*UX Leads - Chas Swedberg, Adriano Pezzella, Elizabeth Ziemer*)
4. **Voltron** – Supporting Platforms (*UX Leads - Jim Santeramo, Orlando Ornelas*)

2 cross-domain disciplines

1. **Visual Design** – (*UX Lead – Grant Metcalf*)
2. **Research** (*UX Lead – Jim Hall*)

<https://oneit.wba.com/confluence/display/RXRNWUX>

UX Domain Structure

Each domain includes the following personnel:

- UX Lead(s)
- UX Designers
- Visual Designers
- Researchers
- UX Copywriter

UX Reporting Structure

UX Lead(s)

- UX Designers

Visual Design Lead (Grant Metcalf)

- Visual Designers (All UX Domains)

Research Lead (Jim Hall)

- Researchers (All UX Domains)

About the Visual Design Team

- Responsibilities include work for your domain and the VD Team (80% domain, 20% visual design)
- Report directly to the Visual Design Lead
- All Visual Designers are required to participate in 2-3 on-going small specialized VD teams.
- UX domain work guidance and management provided by UX Leads
- Weekly visual design meeting to inform/discuss what each squad is working on, share patterns and ideas, critique designs, and help problem solve difficult challenges as a team.
- Each Visual Designer should be a subject-matter-expert and be an invaluable member of their UX domain.
- Design reviews with the Visual Design lead are required. No UI work should ever go to developers without proper review first.

Expectations

Professionalism

- Be ethical and honest
- Be courteous and respectful
- Set good examples
- Manage your time appropriately
- Be a team player
- Constantly communicate with your teammates and lead

Be part of the solution, not the problem

- If you see something, say something
- Take the initiative, don't wait for someone else to do it for you
- Be proactive to align with other designers
- Make sure to enter everything into Trello and stay on top of managing all your projects
- If you catch errors (in designs, components, or documentation) let people know and help to fix them
- Include the right people to help inform decisions (include subject matter experts)

Mature as a Designer

- Find opportunities to add/push Visual Design
- Always have 2-3 concepts for every pattern/screen (and provide UI recommendations to UX)
- Consult with VD lead for ideas if your stuck
- Designs must follow the component library (if missing from the CL please consult Google Material Design)
- Final work must follow best practices
- Must setup reviews with the Visual Design lead

Senior visual designers

- Mentor less experienced designers
- Help provide design reviews (eliminate the need for principle reviews until later)
- Take the initiative and lead projects
- Create project plans including action items, deliverables, and deadlines
- Track all projects in Trello
- Become a center of excellence
- Must be a subject matter expert for both RxRenewal and the component library

Lead visual designer

- Be the connective tissue for the team (aligning designs)
- Hate micro-managing
- Want to empower designers to make decisions
- Provide support
- Motivate/rally the team
- Provide constructive feedback/critique

Design Reviews

- It is required that all visual designers perform design reviews of your screens.
- This should occur 3 times:
 1. Initial concepts (with Senior Visual Designer)
 2. Design refinement (with Senior and/or Lead Visual Designer)
 3. Before final screens are sent to developers (with Lead Visual Designer)
- Always feel free to ask for help with ideas for concepts from either the Senior or Lead Visual Designer
- Be open to critique of your designs (never fall in love with them)
- Designs may be altered to ensure consistent user experience
- Trust the process

Our Tools

The tools of our trade

- **Figma** – Similar to sketch, used for 90% of our work. Create static design images, light prototyping. Highly Collaborative tool which utilizes our component library.
- **InVision** - a high-fidelity prototyping tool allowing users to add animations, gestures, and transitions to transform your static screens into clickable, interactive prototypes.
- **Trello** – How we track our project workflow and make sure we hit deadlines.
- **Microsoft Teams** – Our instant messenger services to quickly ask questions and share links throughout the workday.

Best Practices

Finalize Projects

- Always use the component library for the majority of your design. Only depart if something is missing or the design requires something more.
- Work in Frames
- Clean up Layers
- Clean up your Figma space when finished (easy to understand)
- Clear Labeling of your Figma space
- Review UIs to identify new or variant components. Create redlined specifications and then enter them into the JIRA Component Backlog for governance approval.

Design System

- We utilize a custom Design System. This library is your bible. You must follow it, use it, champion it at all times, and know it like the back of your hand.
- The Design System is documented on confluence, but we also have a live Visual Design pixel perfect library in Figma for all Visual Designers to use. There is also a UX wireframe available on Figma for UX Designers.
- Our library is based on Angular Material. Use Angular material as your first reference for what is available to you as a designer outside of our design system. Just make sure you are referencing the proper version of Angular.
- If both the Design System and Angular is missing a components and you need to create a custom design, make sure to base your designs on google material design whenever possible.

Software Training

- You will all be properly trained in Figma. Be sure to first watch all of the Figma training videos found in the UX Onboarding space (<https://oneit.wba.com/confluence/display/RXRNWUX/UX+Onboarding>)
- After watching the videos, all visual designers will go through two levels of Figma training. Figma Training Basics and Advanced Figma Usage. Both will be scheduled shortly after starting as an employee and will be conducted by the Lead Visual Designer.

Evaluations

How You Will Be Evaluated

- Fulfillment of your expectations
- Quality of work produced for your UX Squad
- Quality of work produced for the Visual Design Team
- Input from co-workers and leads
- Professionalism

Team Goals

Team Vision

- Elevate ourselves as designers and professionals
- Build Trust and be reliable (with each other and the RxRenewal team)
- Subject Matter Experts
- Play to our Strengths
- Help create the “WOW” factor in our software

Thank you.