

ample.

Production checklist for UI designers

Designer/Developer Handoffs

Whether you follow waterfall or agile, create websites or digital products, this checklist is a step toward smoother handoffs between design and development teams. But it's just a start. Every team works differently because every team is comprised of different skill sets, software preferences, job roles, limitations, on and on. The purpose of the checklist is to help you define a process that can make your handoffs more efficient (and a little less painful). So make it your own!

A few notes

- We primarily use Sketch but you can certainly substitute other design software.
- Ample uses a more collaborative instance of this list using Dropbox Paper. You can also try a Slack Post, Github or your favorite project management tool.
- Zeplin is our preferred handoff software but InVision's Inspect tool or something similar works just as well.

Reviews & Approvals

- Client
- Internal stakeholders (project managers, creative director, etc)
- Lead developer

Design Assets

- Desktop layouts
- Mobile layouts
- Main navigation behavior in both desktop and mobile
- Interactions (hover states, links, buttons, sliders, etc.)
- Feedback (alerts, notifications, errors, etc.)
- States (onboarding, zero states, etc.)

File Organization

- Clean up design file by naming layers and organizing artboard contents
- Label and group final layouts in a separate page/folder/artboard/layer/file
- Export images of all the layouts within the project folder (this is often useful as a visual history/receipt of the project)
- I am confident that any designer can pick up this project folder and know what to do when future revisions are requested

Images

- All images are named in a way that provide consistency and direction to the engineer. Instead of... “Img_1334.jpg” rename to... “home-header-bg.jpg”.
- Set each image to export as @1x and @2x
- Set any flat graphics/backgrounds (non-photographic elements) to export as @1x and @2x
- Whenever possible, convert any logos to vector, set them to export as .svgs

Icons

- Create a symbol in Sketch for every icon (the artboard’s pixel dimensions are the same for each symbol)
- If using a font based icon set, such as Font Awesome, convert all the icons to outlines



[] Set icons to export as .svgs (best done from within the symbol)

Upload Assets

[] Create a project in Zeplin

[] Upload artboards from Sketch to Zeplin

[] If using symbols to create components or an icon set, select the symbols and export those as Components (in the styleguide tab of Zeplin)

<https://support.zeplin.io/en/articles/1972419-exporting-components-from-sketch>

[] Tag all the artboards with a breakpoint like “desktop” or “mobile”

<https://support.zeplin.io/en/articles/1396681-filtering-screens-using-tags>

[] Create sections with helpful labels and organize the layouts into each section. Usually this ends up being parts of a site or application, like “Products” or “Contact”.

<https://support.zeplin.io/en/articles/1396666-organizing-screens-with-sections>

[] Go through each screen to double check your work – images and graphics are exporting correctly, consistency in layout, colors, typefaces, etc.

Handoff

[] In Zeplin, share the project with anyone who will touch it (typically devs and PMs)

[] Alert the same people via Slack (#client-channel) or other PM tool

[] If applicable, send a separate note or Slack message with any additional assets like images or details about what/where a typeface can be found

[] Offer to schedule a meeting with the lead dev to walk them through the Zeplin project (sometimes unnecessary but let’s give them the option)

