

REFINEMENT ROUND

planner

PROJECT TITLE:

FEEDBACK DUE DATE:

FEEDBACK NOTES:

CHECKLIST:

- Note down due date/timeframe for feedback
- Look over design for first time
- Write down initial feedback
- Collate team/committee feedback if necessary
- Look over design again to note final feedback
- Write out finalised feedback in a doc or other
- Attach relevant screenshots or recordings
- Send 1 x finalised/collated feedback to designer

TIPS:

- 1. Prioritise your Refinement Rounds** – set aside and make time specifically to review and write out feedback
- 2. Take your time** – there is no need to rush if you put aside an hour here and there to thoroughly review your design and return it by the due date.
- 3. Use a framework or prompts** – stuck for how to review and feedback on a design? Search the web or ask your designer for a guide to help steer you in the right direction
- 4. Ask for advice** if needed from someone in your target audience segment
- 5. Proof and collate** your feedback into 1 x doc or one place that is easy to access