Lab270 Developer Request Checklist

5 Pre-Task Questions

1. Is the task ready to start? *If NO, do not issue the task until all needed information is ready*	Yes | No ☐ ☐	
2. Is there a possibility that any live traffic can be affected? *If Yes, please provide all active URLs.*	Yes | No ☐ ☐	
3. What is the QA Date? *Provide an estimate based on scope for larger projects.*	Date ☐	
4. What is the start date? *Remember, if it's not urgent, it's not today.*	Date ☐	
5. Does the team have the access needed to complete the project? *Have the team log in to all systems to verify valid access.*	Yes | No ☐ ☐	*Platforms in Use:*

5 Pre-Task Components

1. Task Description *Explain EXACTLY what needs to be done*	
2. Task Goal *Description of "Why is this task being completed?"*	
3. Related Projects *Direct links to any related projects or pages*	1. 2. 3.
4. Priority	**Normal | Urgent** ☐ ☐
5. Video/Images *Attach Images or Provide Loom URL*	