

Design Handoff

Best Practices

Vedantu
LIVE ONLINE TUTORING



CONTENTS

Need for a Handoff Process

File Naming Conventions

Page Structure

Cover Page

About Page

Other Pages

File Hygiene

Component Handoff

Developer Onboarding

Hand off Meeting

Need for a Handoff Process

Our Figma files are accessed by several teams in the company from product, to marketing, to engineering, all with their own requirements

- | | |
|-----------------------------|--|
| Front-end developer: | I want to see approved high-fidelity designs. How can I navigate to the edge cases and prototypes directly? |
| Product Manager: | I want to see what status the design deliverables and also navigate and verify userflows |
| Product Designer: | I want to see what design iterations are available. How can I access previous product design decisions? What led us to these design decisions? |
| Stakeholders: | I want see the final designs. How do I go seamlessly navigating this file and find what I want? |

As designers, we should keep in mind that we create designs for other teams and designers to understand it well. Therefore it makes sense for us to optimise the UX of Handoff process every now and then, satisfying the growing needs. This guide will enable you implement these processes effortlessly.

File Naming Conventions

When working on projects, you will need to reference other designers' work, other projects that were created inside other initiatives and projects that you're not familiar with. Probably the main bummer and time killer here is a search process. It's hard to find something when you don't know what you look for.

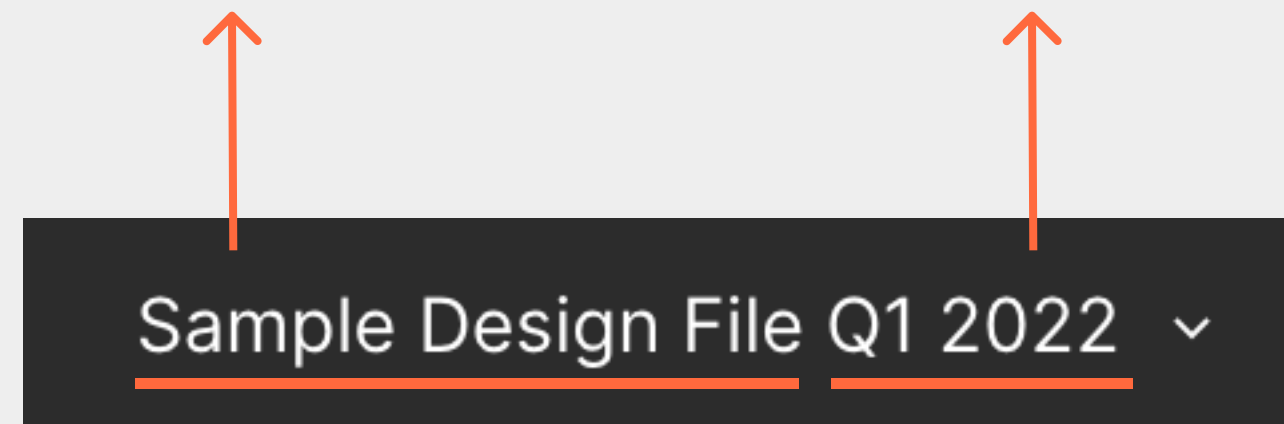
What to do

Every one on the team are requested to follow the proposed naming convention as it will increase findability and familiarity. Follow example for more information.

Do's

A descriptive project name in title case format. Why is it a title case? because it's easier to read when you need to scan a lot of data and it provides a solid focal point and effortless reading experience.

A year (example: 2022) and fiscal quarter abbreviation (example: Q1). When searching for older projects, it's easier to locate ones that are organized by creations within a timeframe.



Dont's

✗ **No underscores “_”** Underscores can block search queries. You might not see a project in search results, even if you were searching the correct project name, so use spaces instead of underscores to separate words.

✗ **Avoid internal Nicknames-** People outside of your team or initiative may not know what it means or what to search for. Better to use a name close to the test plan name, story name or just plain explanation of what's there

✗ **Avoid skipping spaces-** Search will not work with a single unit. Be sure to separate words with spaces.

✗ **No all caps in project names-** IT'S JUST HARD TO READ. ESPECIALLY WHEN YOU NEED TO SKIM THROUGH LOTS OF PROJECT NAMES.

Page Structure

Imagine you're browsing a 2 year old project, created by another designer. However, it takes time- Is V2 more recent than FINAL? Does "Work in Progress" mean it's still in progress and FINAL is not relevant anymore? Where can I find the original designs? Is there a version history of some kind? I'm pretty sure we've all been there numerous times.

Sanitizing the page structure will assist all users in finding the information they need. By giving the page a name such as "Ready to develop", the developer will understand that this is the page on which they should focus.

What to do

Organize the pages in a clear and understandable way and give them significant names, such as a playground, archive, to be developed, components, etc.

Do

Don't

Cover Page

Your users will be able to understand what the file contains before they open it. It is common in a case they don't have a direct link or if they accidentally return to the home page by mistake.

What to do

In Figma, you can add a cover to the first page, which will appear on the homepage. You can include important information in the cover thumbnail file, such as:

- Name of the Project
- Pod Name
- Assigned Designer and PM
In what state is the file currently (in design, ready for development, implemented).

The date on which the work began
For each team, the information can differ, so add the information you feel is most important for your case.

Cover



Cover



Cover



Cover



Documentation

About page is a introduction to the project and where they can find some related resources such as PRD, User flows, Research, content etc. this can also serve as a brief overview for the project so that all documentation is captured in a single file.

What to do

In Figma, you can add an Index page with relevant information and link it to corresponding documents using Figma links. The following are some of the details that are recommended to be added to your Figma files

- Link to the Resource
- Status
- Last Updated
- Owner

Cover

Documentation	
01 <u>JIRA Tracking Board</u>	Completed
02 <u>Product Requirement Document</u>	Work In Progress
03 <u>User Flows</u>	Work In Progress
04 <u>Research Insights</u>	Work In Progress

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Other Pages

Ready for Dev

As the Name suggests this page contains screens that are ready for development. Do not use this page until you are ready to hand off the designs to Dev. Please ensure to clean out any orphan frames and designs that are not relevant to the flows.

Visual Design

Use this page to show your updated Visual design version

Playground

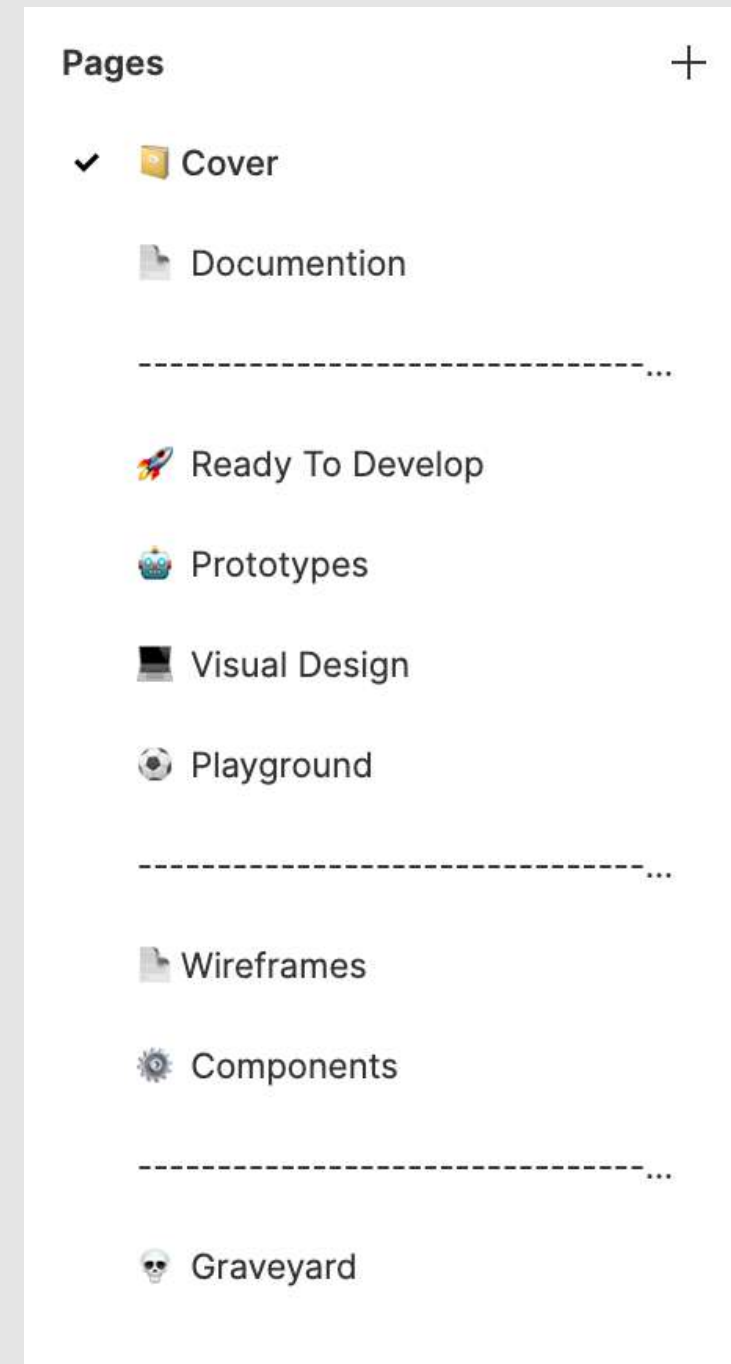
As the name suggests you experiment with your visual options, try different flows and layouts. All your explorations go in here.

Wireframes

Use it to draw out key flows and UX

Graveyard

All your failed options can go in here. RIP



Structuring your artboards

It's Important to structure your artboards based on the flows that you create, this gives a sense of grouping and is also easier for developers and designers to identify and navigate around the file.

What to do

Group your artboards based on key flows Ex: Ask Doubts Flow, Assignment taking Experience, Test Taking experience etc. Create a title card or a heading frame for the flow for viewers to understand the start and end of the flow. Here is an example of how you can do that.

Using Arrow/ Hand Emoji

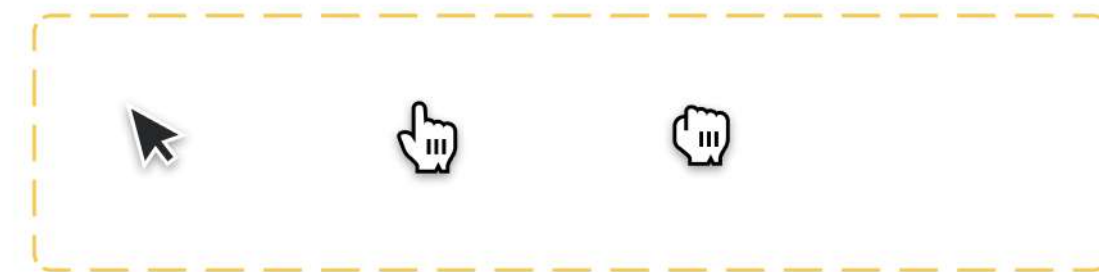
Use the hand emoji to indicate where the user clicks on each screen. It will help the developer understand directly what action the user takes to move from one screen to the next.

What to do

If you use Mac, click the keyboard shortcut **CTRL + CMD + SPACE**, and the emojis keyboard will automatically open. Alternatively you can use the different emojis with swipe actions included in the Sample Figma File

Pointers

Cursor



Add Annotations

Annotate below the screen if you're going to say essential details to the developers for a specific artboard. For instance, you may want to write it below the screen if you want to explain to the developers how they can find the error cases or edge cases associated with a specific flow.

What to do

If you prefer you can use sticky note plugin in Figma or you can use these stylised annotation callouts embedded in the Figma file



Comment box. Use this component to leave notes, comments and feedback on wireframes.

1

Comment box. Use this component to leave notes, comments and feedback on wireframes.

Screen Names and Numbers

Give each of the screens a name that describes it and a number preferably. It will help the developer what screens they see, and the number will assist them in understanding the flow.

What to do

Name your artboards with FlowName followed by screen name as illustrated in example.

If you would like to number the screens more quickly, you can use plugins like **Renamelt**- available on Figma Plugin store

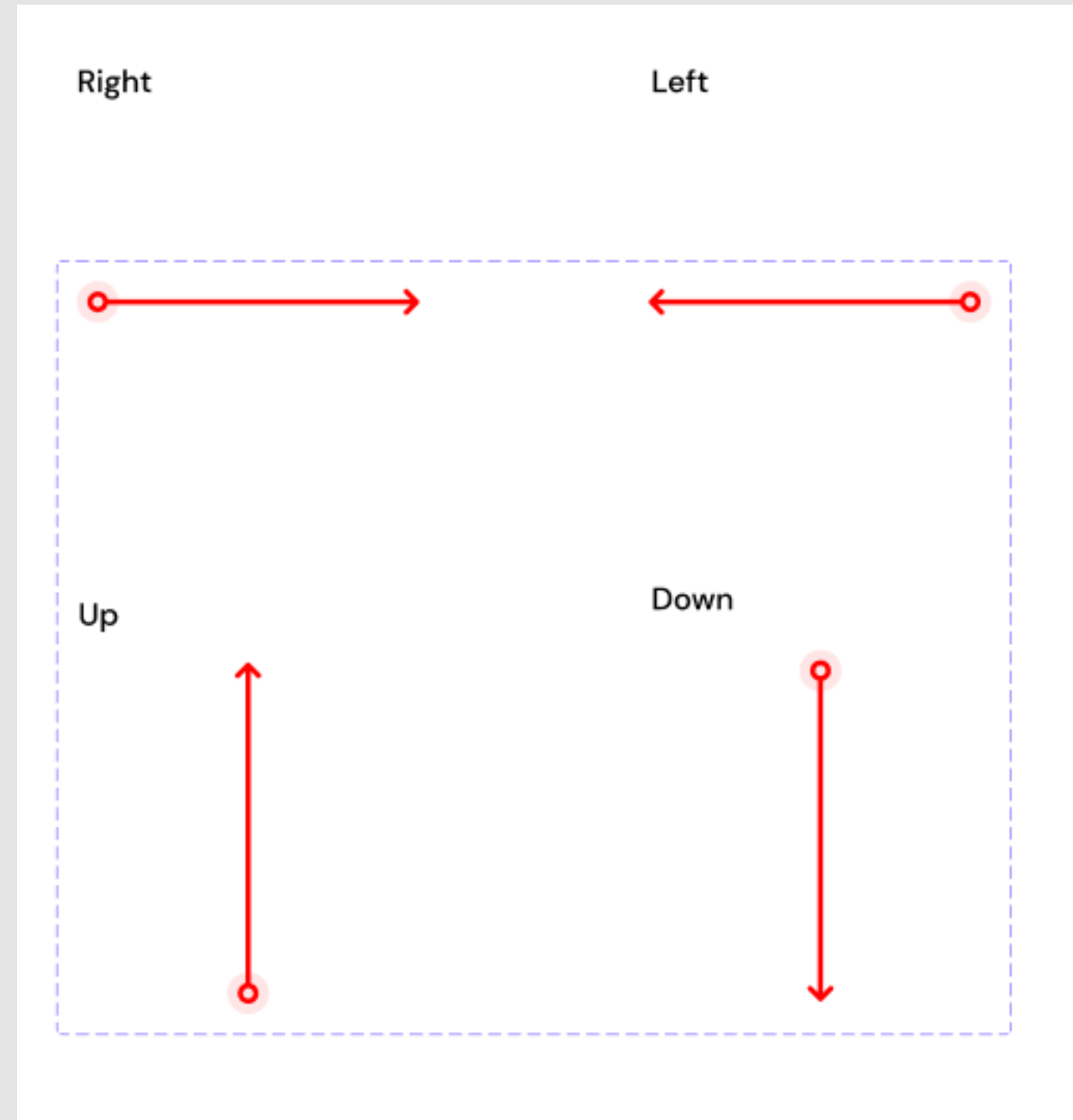


Creating Flows in artboards

By connecting the screens with arrows, you can create a flow chart. It assists the viewers in understanding what happened and how the navigation works. It also gives a bird eye view of how the design is architected.

What to do

You can make use of these colored arrows to connect the artboard. A example is attached in the sample file. Please feel free to customize them according to your needs.



Cleaning up orphan artboards

Unnecessary information will confuse the viewers and Devs will need only relevant information, therefore it's important we remove orphan artboards, sketches, screenshots etc before handing it off to other stakeholders. This will also help collaborate effectively.

What to do

Create an archive page in the Figma file and move all the irrelevant information there. If possible, try to name and structure your artboards in these pages which you will navigate in future. This way, the file will be cleaner, and the work history will still be there.



Graveyard

Component Handoff

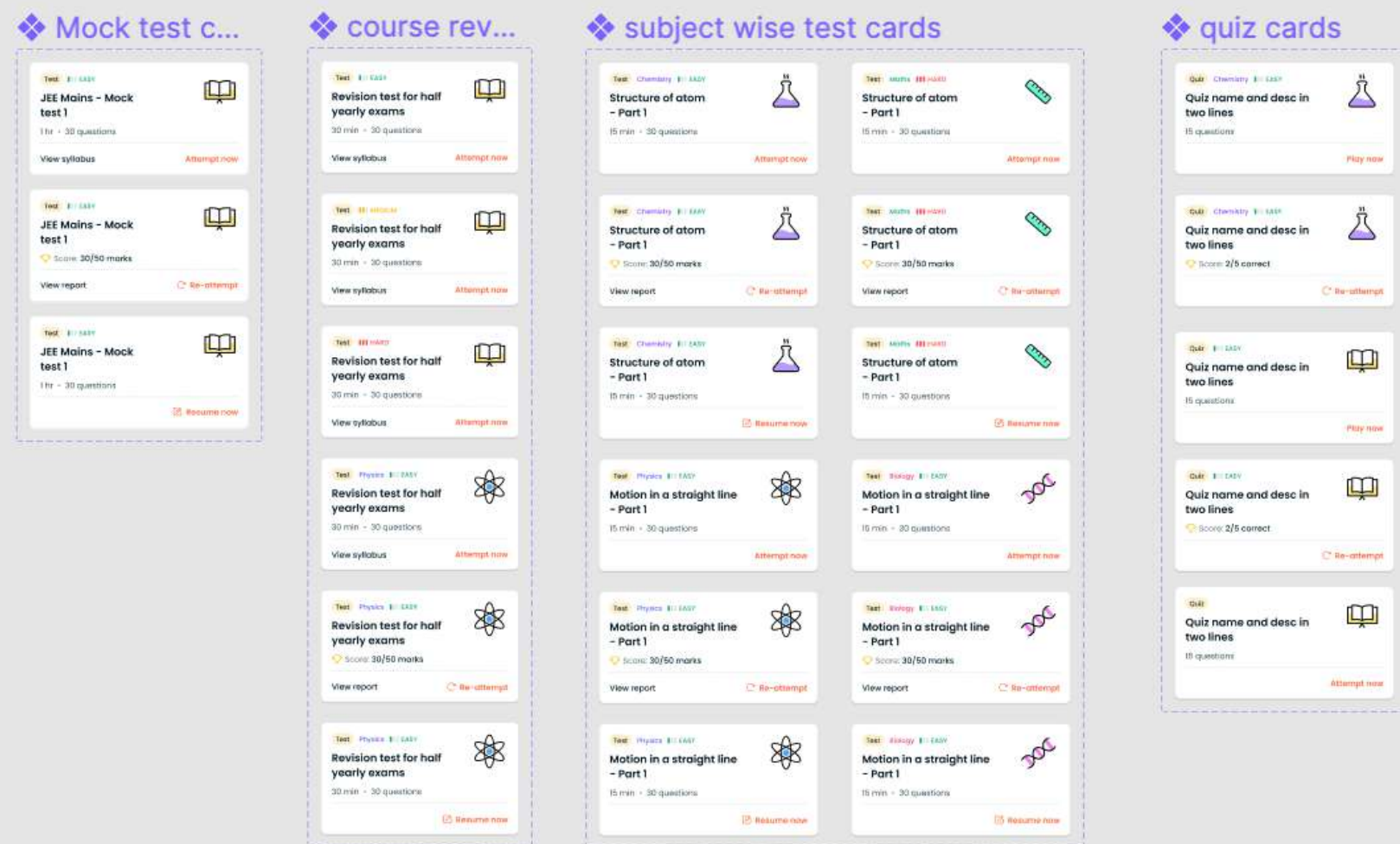
There may be times when you create specific solutions tailored for your use cases, In these situations it's imperative that you componentize your design elements before handing off your designs. You will reduce friction between you and the developer, especially for the UI design, since you will need to be sure the component is correct once and not have to test every screen individually. If you or the developers found an error in the file, you can fix it quickly with one change.

What to do

You will find detailed steps in this [video](#) by Figma on how to go about creating your components and its variations.

After creating your components please add it to the separate page in the file for quick identification.

Components

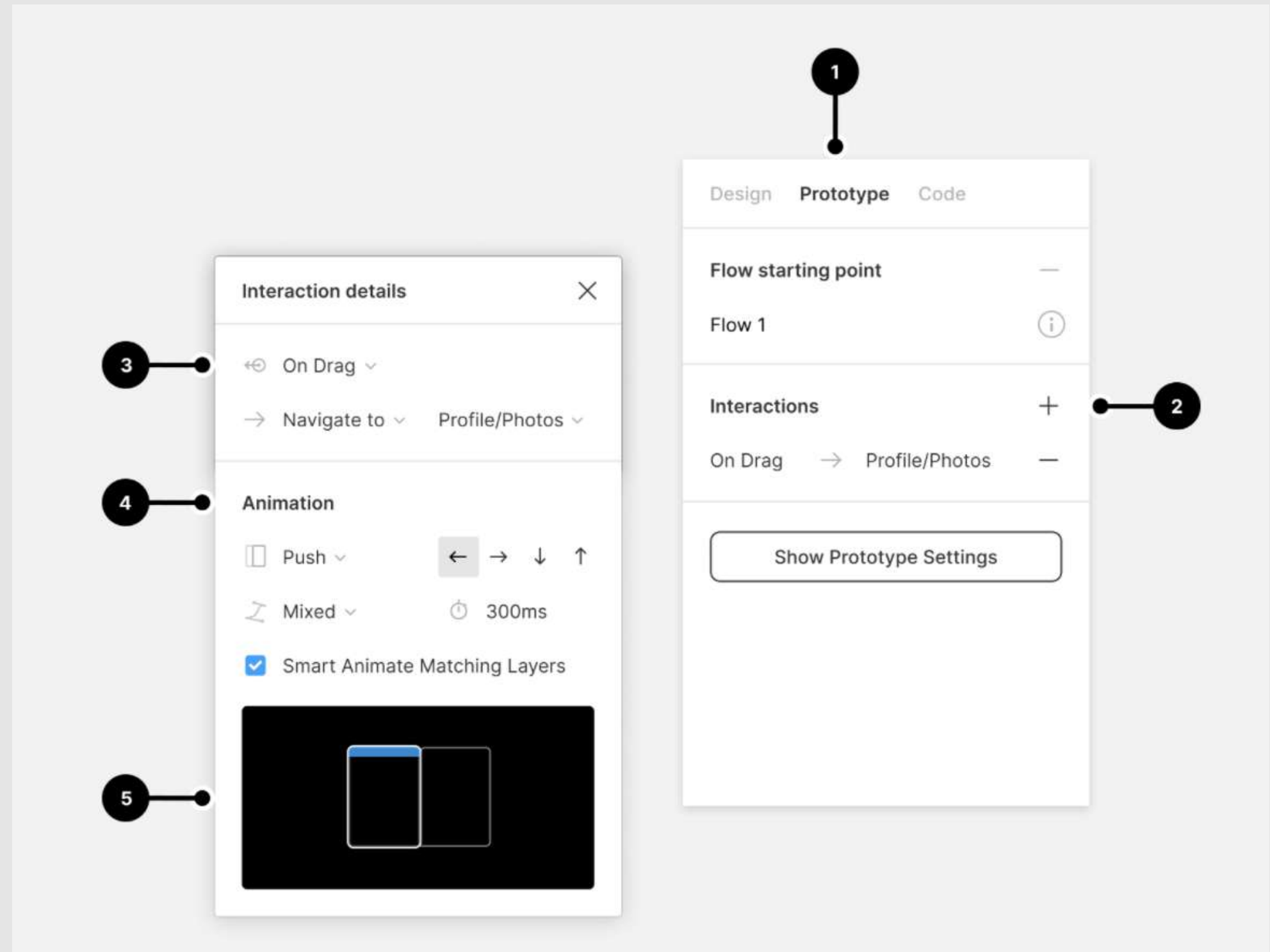


Prototyping and MicroInteractions

Prototypes and MicroInteractions inform the developer about the behavior of the component. prototype the interactions to understand better the website's feel and for the sake of testing. Designers can use it for Usability testing purposes as well.

What to do

To learn how to prototype on figma look into these <figma resources> To animate Microinteractions use the <Principle tool>. Here are some <learning resources>



Developer Onboarding

By clicking the Share button, you can add the developers as viewers to the file, and they will receive an email with the link.

What to do

Once shared ensure the link is published in your respective Slack group and Pin it to your conversation.

Alternatively you can encourage your teams to use products like Oslash in Slack to save and bookmark links.

Handoff Meeting

Before the design handoff is complete, meet with the dev team. The purpose of this meeting is to present to the developers intricate interactions and expectations on the output. Also let them know how you share information -Miro board, Figma file, etc... and where they can find it.

What to do

It is a quick meeting (up to 30 minutes is generally enough in most cases) since almost all of the things you agreed upon before have been discussed.

In case you work remotely with your team, its recommended to record this meeting, so all members can have access to it if they need to consult information during the development.



RESOURCES

[Sample Figma file](#)

[How to create components in Figma](#)

[How to prototype in Figma](#)

[Learn Principle for Microinteractions](#)

[Renamelt Plugin](#)

[OSlash to Save links](#)