

Design Assessment Strategy Implementation Roadmap

Rolling Out Systematic Quality Gates in Your Organization

Organization: _____

Initiative Owner: _____

Start Date: _____

Target Completion: _____

Executive Summary

This roadmap provides a practical, phased approach to implementing design document assessment practices across your DevSecOps organization. The strategy focuses on incremental adoption, continuous learning, and measurable results.

Expected Outcomes:

- 30-50% reduction in clarification cycles during implementation
- Fewer critical discoveries late in development
- Higher confidence among engineers starting implementations
- Better designs from architects who understand implementation perspectives
- Reduced technical debt from rushed workarounds

Investment Required:

- **Time:** 4-6 months to full adoption
 - **Resources:** 2-4 hours per project for initial assessments (decreasing over time)
 - **Training:** 2-3 team workshops
 - **Tools:** Minimal (templates and checklists provided)
-

Phase 1: Pilot Project (Weeks 1-2)

Goal: Test the assessment strategy on a single project to validate approach and gather learnings

Week 1: Setup & Selection

Activities:

☐ Select Pilot Project

• Criteria:

- Moderate complexity (not too simple, not too complex)
- Upcoming design document expected
- Supportive architect willing to participate
- Timeline allows for experimentation

Pilot Project Selected: _____

Project Complexity: ☐ Low ☐ Moderate ☐ High

Design Document Due Date: _____

Architect Name: _____

☐ Assemble Pilot Team

- **DevSecOps Engineer(s):** _____
- **Architect(s):** _____
- **Project Manager:** _____

☐ Prepare Materials

- Print/distribute 16 Properties Checklist
- Review Handover Workflow Template
- Schedule kickoff meeting

☐ Kickoff Meeting

- Explain assessment strategy and objectives
- Set expectations for pilot
- Agree on communication protocols
- Schedule checkpoint meetings

Meeting Date: _____

Attendees: _____

Week 2: Execute Assessment & Gather Data

Activities:

☐ **Receive Design Document Date Received:** _____

☐ **Complete Initial Assessment**

- Use 16 Properties Checklist
- Document time spent: _____ hours
- Note any confusion or difficulty with checklist

Assessment Completed: _____

Properties Met: _____ / 16

Overall Status: ☐ Ready ☐ Needs Work ☐ Significant Gaps

☐ **Execute Handover Workflow**

- Request missing information
- Assess property adequacy
- Provide implementation feedback
- Identify barriers
- Begin decomposition

Workflow Completed: _____

☐ **Track Metrics**

Metric	Value
Time spent on assessment	_____ hours
Missing properties identified	_____
Clarification questions sent	_____
Design iterations required	_____
Implementation barriers found	_____
Days saved vs. discovering issues later	_____

☐ **Gather Feedback**

DevSecOps Engineer Feedback:

Architect Feedback:

Project Manager Feedback:

Phase 1 Deliverables:

- ☐ Completed assessment checklist
- ☐ Handover workflow documentation
- ☐ Metrics and time tracking data
- ☐ Feedback from all participants
- ☐ Lessons learned document
- ☐ Recommended checklist improvements

Phase 1 Status: ☐ Complete

Completion Date: _____

Phase 2: Refine & Socialize (Weeks 3-4)

Goal: Adjust the approach based on pilot learnings and build organizational buy-in

Week 3: Analysis & Refinement

Activities:

- ☐ Analyze Pilot Results

What Worked Well:

- _____
- _____
- _____

What Needs Improvement:

- _____
- _____
- _____

Unexpected Findings:

☐ Refine Checklist

Properties to Add/Modify:

- ---
- ---

Clarifications Needed:

- ---
- ---

Context Considerations:

- ---
- ---

☐ Update Templates

- Incorporate lessons learned
- Simplify confusing sections
- Add examples where helpful
- Create quick reference guide

Templates Updated: ☐ Yes

Date:

Week 4: Socialization & Buy-In

Activities:

☐ Create Presentation

- Overview of assessment strategy
- Pilot project results (with metrics)

- Benefits for architects and engineers
- Proposed next steps

Presentation Created: ☐ Yes

Date: _____

☐ **Present to Engineering Team**

Meeting Details:

- **Date:** _____
- **Attendees:** _____
- **Duration:** _____

Key Discussion Points:

Questions Raised:

Concerns to Address:

☐ **Present to Architecture Team**

Meeting Details:

- **Date:** _____
- **Attendees:** _____
- **Duration:** _____

Architect Feedback:

Design Process Changes Needed:

☐ **Get Stakeholder Approval**

Project Management: ☐ Approved ☐ Concerns: _____

Engineering Lead: ☐ Approved ☐ Concerns: _____

Architecture Lead: ☐ Approved ☐ Concerns: _____

☐ **Create Communication Plan**

- How will strategy be introduced to new projects?
 - What documentation will be maintained?
 - How will we track adoption and success?
-

Phase 2 Deliverables:

- ☐ Refined assessment checklist (v2.0)
- ☐ Updated workflow templates
- ☐ Team presentation materials
- ☐ Stakeholder approval documented
- ☐ Communication plan
- ☐ Quick reference guide

Phase 2 Status: ☐ Complete

Completion Date: _____

Phase 3: Standardize (Months 2-3)

Goal: Make assessment part of standard handover process across all projects

Month 2: Gradual Rollout

Activities:

☐ **Identify Next Wave Projects**

Project	Complexity	Start Date	Engineer	Architect
1. _____	<input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H	_____	_____	_____
2. _____	<input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H	_____	_____	_____
3. _____	<input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H	_____	_____	_____

☐ Train Team Members

Training Session 1: For Engineers

- **Date:** _____
- **Duration:** 90 minutes
- **Content:**
 - Overview of assessment strategy
 - How to use the checklist
 - Handover workflow walkthrough
 - Q&A

Attendees: _____

Training Session 2: For Architects

- **Date:** _____
- **Duration:** 60 minutes
- **Content:**
 - What engineers will be checking
 - How to write implementation-ready designs
 - Feedback loop process
 - Q&A

Attendees: _____

☐ Create Support Resources

- ☐ Internal wiki page with all templates
- ☐ Slack/Teams channel for questions
- ☐ Office hours for support
- ☐ Example completed assessments

Resources Location: _____

☐ Implement Tracking System

Metrics to Track:

- Number of assessments completed

- Average time per assessment
- Properties most commonly missing
- Clarification cycle time
- Engineer/architect satisfaction

Tracking Method: ☐ Spreadsheet ☐ Project Management Tool ☐ Custom Dashboard

☐ **Monthly Check-in Meetings**

- Review progress
- Address challenges
- Share success stories
- Refine as needed

First Check-in Date: _____

Month 3: Full Integration

Activities:

☐ **Update Project Management Workflow**

- Add assessment as required gate
- Update project templates
- Modify timeline estimates
- Train PMs on new process

☐ **Integrate with Existing Tools**

- Add checklist to document management system
- Create workflow automation where possible
- Link to work item tracking

☐ **Establish Quality Metrics Dashboard**

Dashboard Elements:

- Assessment completion rate
- Average property coverage
- Time metrics

- Feedback sentiment
- Issue prevention rate

Dashboard Location: _____

☐ **Create Accountability Structure**

- Who reviews assessments?
- What happens if assessment is skipped?
- How are disputes resolved?

Accountability Framework:

☐ **Document Standard Operating Procedure**

SOP Includes:

- When assessment is required
- Who performs assessment
- Timeline expectations
- Escalation process
- Exception handling

SOP Published: ☐ Yes

Location: _____

Phase 3 Deliverables:

- ☐ Team training completed
- ☐ Support resources available
- ☐ Tracking system operational
- ☐ Monthly check-in cadence established
- ☐ Project management workflow updated
- ☐ Quality metrics dashboard
- ☐ Standard operating procedure

Phase 3 Status: ☐ Complete
Completion Date: _____

Phase 4: Expand & Integrate (Months 4-6)

Goal: Apply lessons to other stage transitions and scale across organization

Month 4: Optimization

Activities:

☐ Analyze Performance Data

Metrics Summary:

Metric	Target	Actual	Status
Clarification cycle reduction	30%	___%	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
Assessment time (per doc)	<3 hrs	___ hrs	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
Property coverage rate	90%	___%	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
Engineer satisfaction	4/5	___/5	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
Architect satisfaction	4/5	___/5	<input type="checkbox"/> Met <input type="checkbox"/> Not Met

☐ Identify Process Improvements

What's Working:

1. _____
2. _____

What Needs Adjustment:

1. _____
2. _____

Quick Wins Identified:

☐ Automate Where Possible

- ☐ Auto-generate checklist from templates
- ☐ Automated property detection in documents
- ☐ Metrics collection automation
- ☐ Reminder systems

☐ **Advanced Training**

- Case studies of successful assessments
- Handling difficult situations
- Advanced feedback techniques

Training Date: _____

Month 5: Expansion to Other Transitions

Activities:

☐ **Apply to Requirements → Design Transition**

Requirements Document Assessment Checklist:

- Adapt 16 properties for requirements phase
- Test with pilot requirement document
- Refine based on feedback

☐ **Apply to Implementation → Testing Transition**

Implementation Assessment Checklist:

- What makes code "ready for testing"?
- Test with pilot implementation
- Refine based on feedback

☐ **Apply to Testing → Delivery Transition**

Delivery Readiness Checklist:

- What makes a release "ready to ship"?
- Test with pilot release
- Refine based on feedback

Additional Transitions Addressed:

Month 6: Organization-wide Scaling

Activities:

☐ **Share Success Stories**

- Internal blog posts
- Lunch & learn sessions
- Team retrospectives
- Recognition for adoption

☐ **External Sharing** (Optional)

- Conference presentations
- Blog posts
- Open source templates
- Industry best practices

☐ **Cross-Team Collaboration**

- Share learnings with other teams
- Offer consulting to teams starting adoption
- Create community of practice

☐ **Continuous Improvement Framework**

- Quarterly reviews
- Regular template updates
- Feedback collection system
- Innovation pipeline

☐ **Celebrate Success**

- Team recognition
- Metrics achievement celebration

- Document impact
-

Phase 4 Deliverables:

- ☐ Performance data analysis
- ☐ Process improvements implemented
- ☐ Automation in place
- ☐ Checklists for other transitions
- ☐ Success stories documented
- ☐ Continuous improvement framework
- ☐ Organization-wide adoption

Phase 4 Status: ☐ Complete

Completion Date: _____

Success Indicators

Phase 1 Success Indicators:

- ☐ Pilot identifies 3-5 design gaps that would have delayed implementation
- ☐ Assessment completed in reasonable time (<4 hours)
- ☐ Positive feedback from pilot participants

Phase 2 Success Indicators:

- ☐ Architecture team agrees checklist is valuable
- ☐ Checklist refined based on pilot learnings
- ☐ Stakeholder approval obtained

Phase 3 Success Indicators:

- ☐ All new projects using assessment process
- ☐ Measurable reduction in clarification cycles (target: 30-50%)
- ☐ Engineers feel more confident starting implementations

Phase 4 Success Indicators:

- ☐ Process optimized and automated where possible
- ☐ Assessment framework applied to other transitions

- ☐ Other teams requesting similar strategies
 - ☐ Sustainable continuous improvement in place
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Risk Management

Common Challenges & Mitigation Strategies

Challenge: Resistance from architects who feel scrutinized

Mitigation:

- Frame as collaborative improvement, not critique
 - Involve architects early in checklist development
 - Share engineering feedback as valuable input
 - Celebrate architects who embrace process
-

Challenge: Engineers skipping assessment to save time

Mitigation:

- Make assessment a required project gate
 - Track and report compliance
 - Show time savings from early issue detection
 - Recognize engineers who do thorough assessments
-

Challenge: Process becoming bureaucratic overhead

Mitigation:

- Keep checklist focused and pragmatic
 - Automate where possible
 - Allow context-based exceptions
 - Regularly review and streamline process
-

Challenge: Lack of consistent adoption across teams

Mitigation:

- Executive sponsorship and communication

- Include in performance reviews
 - Track and report metrics
 - Share success stories
-

Budget & Resources

Time Investment

Phase	Engineer Time	Architect Time	PM Time	Total
1	16 hrs	8 hrs	4 hrs	28 hrs
2	12 hrs	8 hrs	8 hrs	28 hrs
3	40 hrs	20 hrs	12 hrs	72 hrs
4	32 hrs	16 hrs	8 hrs	56 hrs
Total	100 hrs	52 hrs	32 hrs	184 hrs

ROI Calculation

Investment: 184 hours setup (approximately \$18,400 at \$100/hr loaded cost)

Returns (Annual):

- 30% reduction in clarification cycles: ~200 hours saved annually
- Fewer late-stage discoveries: ~150 hours saved annually
- Reduced rework: ~180 hours saved annually
- **Total Annual Savings:** ~530 hours (\$53,000)

Payback Period: 3-4 months

Communication Plan

Stakeholder Updates

Monthly Status Email:

- Progress against roadmap
- Key metrics
- Success stories
- Challenges and solutions

Distribution List: _____

Quarterly Business Review:

- Comprehensive metrics
 - ROI analysis
 - Strategic recommendations
 - Future plans
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Appendices

Appendix A: All Templates & Checklists

- 16 Properties Checklist
- Handover Workflow Template
- Sample Assessment Report
- Quick Reference Guide

Appendix B: Training Materials

- Engineer training deck
- Architect training deck
- Quick start guide
- Video tutorials (if created)

Appendix C: Metrics & Reporting

- Dashboard specifications
 - Metric definitions
 - Reporting templates
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Implementation Sign-Off

Initiative Owner: _____ **Date:** _____

Engineering Lead: _____ **Date:** _____

Architecture Lead: _____ **Date:** _____

Project Management: _____ **Date:** _____

Roadmap Version: 1.0

Last Updated: _____

Next Review Date: _____

This implementation roadmap is based on the Design Document Assessment Strategy. For questions or support, contact [your information].