**ENSE 496ab, Social Software Systems Design. Fall 2019**

**Activity: Technology configuration inventory**

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**Instructions**

It is useful to inventory the current technology configuration of your community as a way to understand it better. If yours is a new community, it may not have any specific technology yet, but even for brand new communities, the current configuration may not be empty, for instance if general tools like email or phone are going to be used. You can use a version of the table on the next page to inventory and analyze the current configuration of your community:

1. Get the big picture. Make a list of all the platforms and stand-alone tools in your community’s configuration
2. For each platform, list the tools and check the ones that are being used. Why are some not being used? Are there duplicates? Are there issues around integration between tools?
3. To the left, make a note of which community activities/orientations the tools currently support in your community
4. To the right, identify the key features of tools. Are some of these features commonly or rarely used? What are the reasons for that?
5. Assess actual tool use. Identify which are dominant and which are only used by smaller groups and individuals.

**NOTE**: Copy/paste the tables below in the case of multiple platforms/tools (each platform/tool should be represented in its unique table. Each student will fill out this file out and “Pod A” will collect and summarize results. It might help to include whatever information you find interesting based on our discussion with our key customers on September 20.

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| **Platform** | **Platform type or name** | | |
| **Supported activities** | **Tools** | **Key features** | **Usage notes** |
| Engineers Canada Website(CEAB) | Word documents | Questionnaires:  - courses’ evolution  - meet expectations | - ask professors to fill Questionnaires about the courses’ satisfaction. |
| Engineers Canada Website(CEAB) | Excel sheets | Exhibit 1 forms:  - showcase of 12 attributes that graduates need to meet  - data about what have pros collected from graduates | - These forms is aiming to collecting graduates data based on the 12 attributes  - professors are supposed to fill out what they have done for courses and provide these data back to CEAB. |
| Engineers Canada Website(CEAB) | Excel sheets | Exhibit 2 forms:  - students trans credits | - these forms requires to fill in students’ trans credits data |
| Engineers Canada Website(CEAB) | Excel sheets | 6A forms:  - summary of students’ names and groups | - these forms requires to fill out all information about engineering students’ belonging groups |
| Engineers Canada Website(CEAB) | Excel sheets | 6B forms:  - Professors’ background and roles for courses | - contains professors information about what courses they teach throughout the semester and the year |
| Engineers Canada Website(CEAB) | Excel sheets  PDF | 6C forms:  - Accreditation Units(AUs) | - tons of information needs to be filled out.  - the data OBA committee collects must be satisfied the amount of AUs(e.g. 45 courses is sum up totally 1850 AUs, while there one hours credit equals to one AU and one hour lab is half AU)in order to send it to CEAB successfully |
| Engineers Canada Website(CEAB) | Excel sheets  PDF | Graduate Attribute Dossier forms:  - all surveys data collected from types of ways | - course content sheets  - graduate attribute data  - course info sheet  - tons and complicate work for OBA committee |

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| **Stand-alone tool** | **Tool type or name** | | |
| **Supported activities** | **Tool** | **Key features** | **Usage notes** |
| Personal contact | Emails | Send documents or special notifications | Some documents and special notifications needs to send it to specific pros or program chairs |