

MEMORANDUM

TO: Dr. Goldsmith
FROM: Amber Kolar, Connor Neeley, Curtis Baney, and Salma Parnell
SUBJECT: Project Plan Memo
DATE: 2/28/18

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| Project Name | Oxford Hotel Bend, Oregon Website Usability Test |
| Goals | Learn and report the effectiveness and usability of the Oxford Hotel Bend, Oregon website. |
| Team Members | Amber Kolar, Connor Neeley, Curtis Baney, & Salma Parnell |
| Responsibilities | <p>Amber Kolar, Scribe: uses the input of all group members to form the initial drafts of the group's documents</p> <p>Connor Neeley, Discussion Leader: looks out for things the group needs to talk about, comes up with questions that the group needs to figure out answers to, and makes sure all bases are covered</p> <p>Curtis Baney, Editor: looks over documents and makes sure they are presentable, cohesive, and communicate the points the group is trying to make</p> <p>Salma Parnell, Data Manager: creates visual displays and summaries that clearly represent the group's findings</p> <p>All of Monsters Inc., Reviewers: check documents to make sure they are ready for submission</p> |
| Deliverables | <p>Individual Deliverables:</p> <ul style="list-style-type: none">● Individual Deliverable 1: Topic Proposal● Individual Deliverable 2: Usability Testing Response● Individual Deliverable 4: Chapter 8 Response● Individual Deliverable 5: Chapter 2 Response● Individual Deliverable 6: Group Assessment <p>Group Deliverables:</p> <ul style="list-style-type: none">● Group Deliverable 1: Proposal Memo● Group Deliverable 2: Letter● Group Deliverable 2: Letter● Group Deliverable 4: Usability Report Draft● Group Deliverable 5: Usability Report |

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| Timeline | <p>Create the Draft: 2/28 - 3/6</p> <ul style="list-style-type: none"> • Cover Page: Salma • Table of Contents: Curtis • Abstract/Executive Summary: Curtis • Primary Research Questions: Connor • Explanation of Participant Demographic (with data, where necessary): Amber • Methods (task scenarios and data collection methods): Connor • Significant Results, Visual Representations, and Results Analysis (with data, where necessary): Salma • Recommendations (with comparative visuals, screenshots, mockups, new menus, etc.): Curtis • Appendix (including task scenarios, data sets, etc.) • Diversity Analysis: Amber • Collect all completed surveys and record data: Amber / Salma <p>Complete the Report: 3/7 - 3/12</p> <ol style="list-style-type: none"> 1. Submit Usability Report Draft: 3/7 2. Finish editing and reviewing Usability Report Draft: 3/11 3. Submit Usability Report: 3/12 <p><i>All group members will work together on the steps to complete the report.</i></p> <p>Our group may add to or otherwise alter items on this timeline if needed.</p> |
| Meetings | Mondays & Wednesdays 4:00 pm - 5:20 pm |