# CP2408 Assessment 1: Initial Project Activities Template

**Use the template below to complete your initial project activities. Complete all sections.**

**Don’t attempt each part of the template in isolation.** Since Hypothesis Statements depend on Assumptions, Outcomes, Personas, Features, and Measures. We suggest that you fill in the template as you develop an understanding of the project work during team meetings and teamwork sessions.

1. *Describe the design challenge in your own words and specify the target users* 
   1. Create an efficient and effective way for employers to communicate available and/or future job vacancies/opportunities to the IT students of James Cook University (JCU). Minimizing the current contact made with JCU staff for all possible job vacancies ie reduce employers sending an email to JCU staff and asking them to disseminate the vacancies; thereby allowing direct contact between employers and students. Allowing students to have a way to forward their resumes which list their skills and qualifications to prospective employers, with minimal effort. Finally, allowing for those instances where potential employers require a reference from JCU staff members in relation to specific students. Utilising technology to create a greater direct connection between parties, while still maintaining, at all levels, confidentially.

Employment options:

Full-time/part-time/casual

Researchers

Paid/work experience

Volunteer

Internships

* 1. The target users would include:
     1. JCU
     2. Glencore
     3. JESI Journey Management Solutions Pty Ltd
     4. SafetyCulter
     5. Other Universities
     6. Council
     7. Government Organisations
     8. Private Employers
        1. Large/Medium/Small/Sole Trader
     9. Start ups
     10. Mining Organisations
     11. Others we may identify

1. Preliminary Research

**Preliminary Research Notes Template:**

|  |  |  |
| --- | --- | --- |
|  | **Source** | **Insights:** |
| 1 | [*https://au.indeed.com/?r=us*](https://au.indeed.com/?r=us) | *PROs:*  *Easy to use*  *High on Google search*  *Lots of search options to refine search for individual*  *Can upload resume*  *Employers can post their own employment advertisements*  *Allows reviews from anyone*  *Allows for saving of job advertisements for future application*  *Allows for forwarding to other parties advertisements*  *Intuitive field completion*  *Two (2) search options*  *Basic*  *Advanced*  *Allowed to be set up to receive email alert notifications against specified criteria*  *Allows sort by options:*  *Date*  *Relevance*  *Can save jobs*  *CONs*  *Not high on Google search*  *Allows reviews from anyone*  *Appears cluttered*  *Advanced search could be difficult to use*  *Searches fail to always provide set search criteria*  *Fails to always show date job posted*  *Limited sort options*  *Appears to be hard to find positions outside of Australia*  *Fails to show closing date* |

|  |  |  |
| --- | --- | --- |
| 2 | <http://www.careerbuilder.com/?cbrecursioncnt=1> | PROs:  *Looks professional*  *Provides words that employers search on ie your resume can search for jobs on your behalf*  *Can upload resume*  *Easy to use*  *Lots of search options to refine search for individual*  *Can upload resume*  *Employers can post their own employment advertisements*  *Worldwide search*  *Allows for feedback*  *Large amount of search options*  *Intuitive field completion*  *Allowed to be set up to receive email alert notifications against specified criteria*  *Allows sort by options:*  *Date*  *Relevance*  *Can save jobs*  *CONs*  *Very bland*  *Limited Australian vacancies*  *Website based in America*  *Advanced search could be difficult to use*  *Fails to show closing date*  *Fails to always show date job posted* |
| 3 |  |  |
| … |  |  |

1. Problem Statement

We have observed that the way job vacancies are made available to studentsisn’t meeting the efficiency expectations, which is causing time wastage by staff, inconsistency in forwarding the information and double handling. How might we design a product so that employers, JCU staff and students can connect to enable job vacancies to be filled efficiently?

1. Assumptions

Use the problem statement to brainstorm and prioritise *a list of the things that you assume about your target users. For example, you might assume that target users might not have basic IT skills. Utilise the “Business Assumptions Worksheet” from the Lean UX textbook to help you discover assumptions.*

1. Outcomes  
   Brainstorm a list of outcomes and prioritise them.
2. Proto-personas  
   *Create three (3) proto-personas that you think would be typical of your target users. Two of these should be very common in your target group (e.g. gender). The other should be more of an outlier.*
3. Hypothesis Statements  
   *Based on your assumption statements, create 3-5 targeted hypothesis statements using the hypothesis statement template (page 22 Lean UX) that enable the assumption statements to be tested.*

*From page 22 “Generally, hypothesis statements use the format:*

*We believe* [this statement is true].

We will know we’re [right/wrong] when we see the [following feedback from the market]:

We believe this a facility that would be used by employers, JCU staff, and students.

We will know we’re right when we see the statistical information on the use of the facility

We believe this is a system that could be user friendly application.

We will know we’re right when we see the feedback on the iterations.

We believe this would increase students’ access to the job market.

We will know we’re right when we see a correlation between jobs advertised JCU students filling those positions via a feedback or button option within the application.

We believe this would make advertising of jobs easier for employers.

We will know we’re right when we see a rise of employers using the application over a predetermined over a period of time.

We believe this could be a valuable application that could be rolled out JCU wide.

We will know we’re right when we develop application that the university considers a viable enough product that is integrated into the university LearnJCU menu options

1. Features

*Brainstorm and describe a list of features, based on your problem statement, outcomes, assumptions, personas, and hypothesis statements.*

1. Team Details

|  |  |  |
| --- | --- | --- |
|  | **Student Name:** | **Roles:** |
| 1 | James Kastner | Decision making was  James - Worked towards finalising the decision based on the discussions of the group  Leader  James - Kept the group on track |
| 2 | Alicia Libera | Encourager  Alicia – Ensured that ideas and suggestions were acknowledged and provided positive and constructive feedback if she could see that there was a reluctance to expand on a suggestion |
| 3 | Michael Fisher | Summariser/Clarifier  Michael – Clarified with the group the direction discussions were taking and paraphrased those ideas/suggestion back to the group for clarification |
| 4 | Belle | Recorder  Belle – recorded notes in a clear and articulate manner, ensured there were follow-ups, and collated the information. |
| 5 | Scott Perry | Compromiser  Scott – Provided ideas on how to resolve suggested if there to many ideas to be able to form reasonable way forward |

Ideas Person

This role was spread evenly among the group, as each topic arose, each team member was able to speak openly about how they through criteria could be met and then the other roles team members responded accordingly. Due to the scope of the project and no one person specifically identified themselves solely as a decision maker

Evaluator

Each team contributed when other team members made contributions to the discussions, so this role was filled by those who had suggestions or questions on an as need basis

Recorder

The team agreed that each member contributed to each role however each team member had personal strengths in specific areas, we determined we were flexible within the roles we occupy

We acknowledge that if people are assigned to one specific role, and stayed only within that role then this would be detrimental to the group. Problems would include:

Less cohesion in working towards the end goal

Lack of enthusiasm

The feeling of being unimportant (people) would allocate importance to roles eg leader v’s recorder

Lack of team support other team members

Failing to utilise skills of others which would be demoralising

Lack of self development

1. Team Collaboration Logistics:

*Preferred communication method:*

*Slack*

*Email*

*Face to face*

*Phone*

*How to share information:*

*GitHub – JAMBS*

*Slack*

*Email*

*GoogleDrive*

*Plans to monitor team’s progress: (e.g. milestones)*

*Team culture or rules: (must include risk management issues like members not participating during meetings, missing meetings or lack of effort in handling assigned tasks)*

*Preferred conflict management plan:*

Code of Conduct was agreed upon:

Show respect to each and every person in the group; and

It is understood that any points of concern will only be directed at the idea, and that at no time will there be negative comments directed towards any one person; all feedback will relate to the project only; and

All ideas will be heard and addressed; and

The team is to work as a cohesive unit; and

Each person, based on skill and knowledge level, will contribute equally to the project; and

All information, beyond what is required for the project will remain private and confidential; and

All meetings will be voice recorded by at least two (2) persons for the purposes of clarifying details and ideas within the meeting; and

If there are any grievances, they can be discussed directly with the Chairperson and/or escalated, without bias, to Lindsay Ward (07) 4781 4619, [lindsay.ward@jcu.edu.au](mailto:lindsay.ward@jcu.edu.au), without the Chairperson being involved.

*We established at the beginning of the project that all team members are to contribute equally subject to the situation, if this fails the team leader will speak to them using conflict resolution strategies. Beyond that we would contact JCU Conflict Management and Resolution. If that fails s we escalate the raised concerns and speak with Lindsay Ward in an attempt to resolve any problems, and in that case would ask that Lindsay arbitrate on behalf of the group and then follow that final direction.*

1. Project meeting schedule and objectives

|  |  |  |
| --- | --- | --- |
| Topic | Plan | Objectives (<50 words) |
| *Come up with list of assumptions* | *Date, time, venue* |  |
| … |  |  |
|  |  |  |

## 

## *Team Meeting Minutes (include at least 2 meetings)*

**Team meeting minutes template:**

Name of Team:  
Date of meeting: (include start and stop time)  
Members present:  
Members absent:  
Meeting chairperson:  
Minutes taken by:  
Summary of meeting: (what has been discussed, decisions made)  
Action items for Team members:

|  |  |  |
| --- | --- | --- |
| **Actions to Do** | **Who will do this work?** | **By when?** |
|  |  |  |
|  |  |  |
|  |  |  |

Next meeting date and time: