

The core of this interface consists of **tracking working hours easily**.

For this project i will divide my UX Research process in the following steps\*:

1. Understand the problem.  
**Research** for techniques and articles to improve efficiency at work.
2. Identify types of **users**.  
Ask potential users about their own experience and the tools they use.  
Analyze those tools.  
Create personas and user journeys.
3. Use all this information for myself trying to be super efficient and finish this project on a weekend.

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*\*Which are listed in my little scrum process with time limits to avoid getting lost looking for more interesting info and focus on my tasks. .*

### Understand the problem.

Untracked working hours cost money, it is important to track working hours to find gaps in processes and improve the team job. Visualize reasons why a project didn't reached an end date will help employees and project managers.

### Do and Do Not

Give the sense that this tool helps employees, avoid stress and encourage with goals and results.

### Techniques

#### Pomodoro:

<https://medium.com/the-crossover-cast/the-pomodoro-technique-the-tomato-inspired-productivity-philosophy-ad3ba4cb2cfe>

This technique points out that the period of most efficiency performing a task will last 25 min. A period of 25 min is called a "pomodoro". Having 4 pomodoros of 25 minutes each, with a 5 min break between, helps to concentrate and balance stress.

After doing a 4 pomodoro cycle it is recommended to have a 25 min break as an incentive.

#### Mental Models:

<https://medium.com/the-mission/simplify-your-life-with-this-mental-model-4905244dcdcf>

We all create our own mental models according to experiences and knowledge, most of the time we use these models to perform daily basis tasks.

There are mental models created as techniques to have better results in specific tasks.

## Users

This interface will be used by team members in a project (creative and technical) and project managers.

I made a quick dynamic asking users in linkedin about their experience trying to improve working hours from different perspectives, and according to the data taken im creating user personas.

## Team member

**Mark** work as a community manager and copywriter in a team. He has multiple clients and accounts. Each morning in the office, he checks his e-mails and answers about 10. He has to be aware of every meeting with customers and the team, at the same time he has to think about 5 different campaigns for this month and 20 different post for each social media platform for this week. He feels frustrated that everyone in his team believes he doesn't do anything and that he just work in a single idea 5 min before a meeting, that isn't true at all.

## Journey

	<b>PERSONA</b> Team Member: Mark	<b>SCENARIO</b> Review working hours in a day and submit to PM	<b>USER EXPECTATIONS</b> Submit working ours easily, check improvement compare results vs last week.
<b>PHASE 1</b> Sign in, know the interface Check all projects and team members.  <b>DOING</b> As less steps as possible to sign in and get all the information of all current projects.  <b>THINKING</b> Hope this interface imports all my projects so i dont have to submit each one again.  <b>SAYING</b> Are all my changes and info public for the rest of tme team?		<b>PHASE 2</b> Start tracker, know how to pause, add meetings and reminders.  <b>DOING</b> Looks how the website works and generates data as he keeps working.  <b>THINKING</b> Which are the beneficts of using this tool, maybe i will go further and check all the options.  <b>SAYING</b> I am interested in improving my efficiency in working hours. What is pomodoro?	<b>PHASE 3</b> Review and submit results to PM, add notes and blockers.  <b>DOING</b> Sees all the data generated in one day. Submits the results wihtut efford or instructins, it's intuitive..  <b>THINKING</b> If i see this data everyay i can improve my job and some time to relax.  <b>SAYING</b> I can proove i've been working all day and explain my blockers.
<b>INSIGHTS</b> Adding a mood board could be a good idea? Show working hours and improvements vs last week every monday. Send messages to PM		<b>INTERNAL OWNERSHIP</b> Set personal goals Add personal calls and pendings.	

## Users

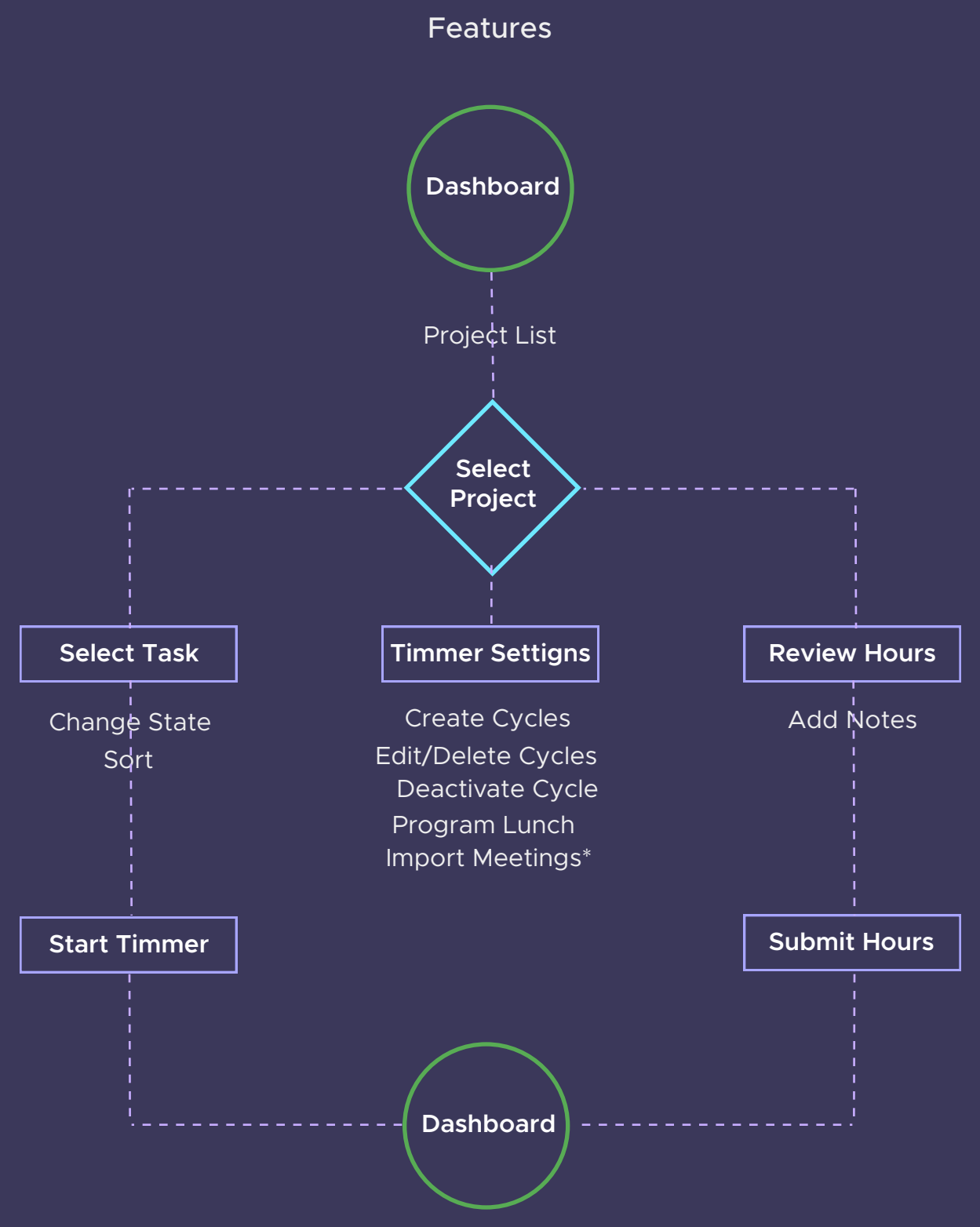
## Project Manager

**Joanne** is the project manager of the team. She wants to find the reason why sometimes it is possible to reach an end date and why sometimes the team needs extra time. She has heard about Mark not doing anything and just spending all day making coffee and scrolling on facebook. But she knows Mark has good ideas and he always finish his job on time. She wants to know whats going on with the team and how to improve productivity without beig an helicopter as she already has a lot of work to do, clients and meetings to attend,

## Journey

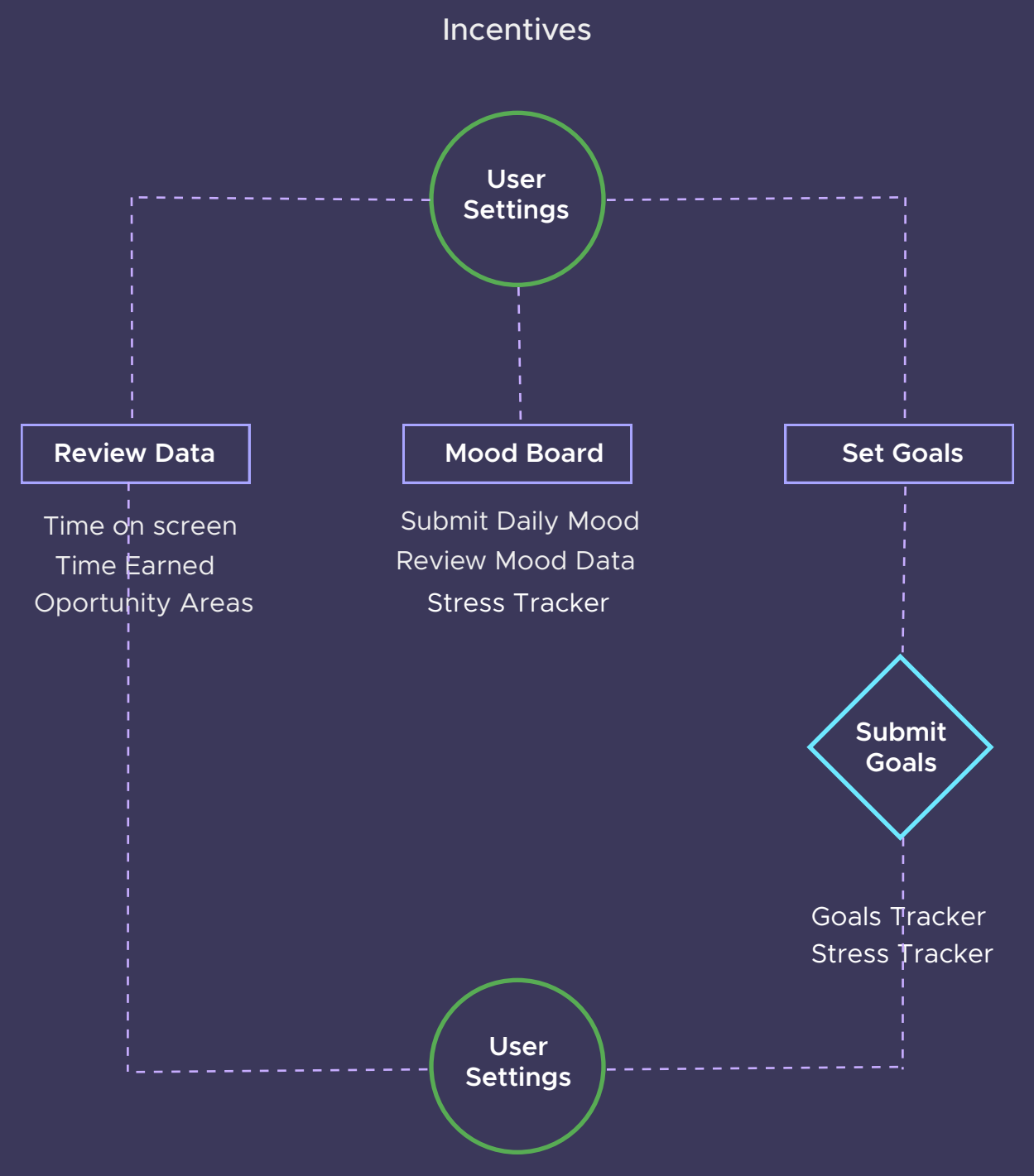
 <b>PERSONA</b> Project Manager Joanne		<b>SCENARIO</b> Create projects, add team members and review their working ours.	<b>USER EXPECTATIONS</b> Visualize in an easy and fast way the process and status of my projects.
<b>PHASE 1</b> Create the team adding members. Add projects.  <b>DOING</b> Getting to know the platform reaching every section to explain it to her team if necessary.  <b>THINKING</b> Hope all my team, projects and calendar info to be imported from my other tools.  <b>SAYING</b> This is simple and easy to understand.		<b>PHASE 2</b>  Check status by projects or by users and tasks, check their working hous.  <b>DOING</b> She checks a dashboard with the working ours of her team in her smartphone as she is on the way to met a customer.  <b>THINKING</b> I need to see the graph of each project but algo each team member.  <b>SAYING</b> Mark is really spending most of the day working.	<b>PHASE 3</b>  Check the totals of her team after COB.  <b>DOING</b> Checks dashboard on her smartphone.  <b>THINKING</b> Could this data be exported to send it to the CEO?  <b>SAYING</b> I will send a "well done" message to Mark trough the tool.
<b>INSIGHTS</b> A dashboard with all projects and team members results. A way to send messages to each team member. Being able to check results daily, weekly and monthly.		<b>INTERNAL OWNERSHIP</b> Export results to share.	

User flow - Team member



\*Pending to research if possible to import calendar and meetings to track as working hours.

User flow - Team member



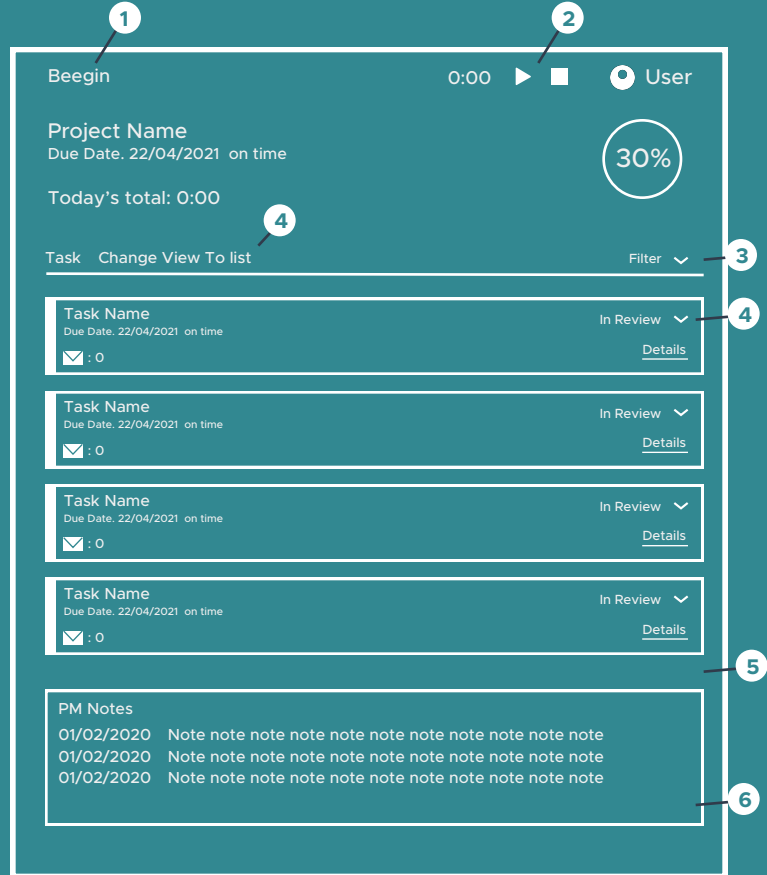
## Wireframes - Features

## Dashboard



## Features

1. Each card is a widget that can be dragged and dropped to change it's position or being removed. A removed widget can be re-enabled from the view menu.
2. User settings
3. If theres more than 4 projects, the view will chance to a list without an option to show cards. If theres less than 4 projects there is the option to see them in a list.
4. Project card.
5. Icon for widgets to drag and drop or close..
6. The expanded version of a modal clicking on the review link is a modal, this is to stay in the same page.
7. Goals and breacks are submitted from the user settings page.

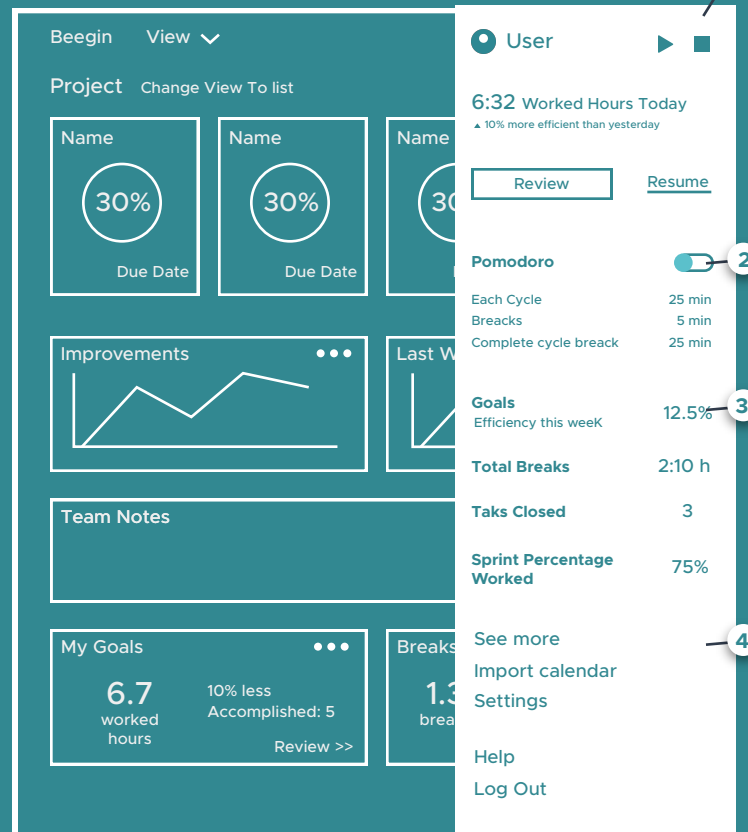


## Features

1. Navigation link to go back to the dashboard.
2. Controls to start tracking working hours.
3. Filter tasks by state, due date and working hours.
4. Changes the state of the card.
5. Tasks cards and pm notes sections are scrollable.
6. PM Notes are answered by clickin on each one which will open a modal to stay in the same page.

## Wireframes - Incentive

### User Settings



### Incentive

1. If the tracking is paused, the user menu will fade in, giving the option to stop traking, resume or review to submit hours ( which will open a modal).
2. The pomodoro technique can be disable anytime.
3. Goals will be preset metric or submitted by user.
4. Menu Options.