



[Designathon] Documentation

A guide for documentation leads

This document explains what a designathon handbook and code of conduct is, including the expectations and examples for reference.

- **Who should use this:** documentation leads who are creating the designathon handbook and guide
- **What is this for:** a full guide to how to approach creating a handbook, code of conduct, and any other documentation that is needed for design at uci.
- **The goal:** The goal of the design-a-thon handbook is to provide an end-to-end guide for any aspiring and beginner designers (<1 years of experience) about everything they need to know to **build a fleshed out product by the end of the design-a-thon**. This guide is not meant to be a fully comprehensive overview of the entire design journey, rather, it should be something **skimmable and actionable**. In other words, a person who wants to learn about who to conduct user research with no prior knowledge should be able to skim to that section and get a 1-2 minute overview that allows them to **immediately take action**.
 - **Inspiration:** After the first step above, we also want to inspire new designs to enter the field! This can mean including quotes, testimonials, and other case studies from designers.
 - **Actionable:** include links, step-by-step guides, and other resources/mentors to allows participants to immediately take action from your handbook.

The process of creating a design-a-thon handbook

1. **General background:** Just this in design, you should understand the context of who this is being shipped to.
 - a. **Target audience:** assume that everyone reading your handbook is a beginner. This means that you want to limit the jargon and make the

content as accessible and approachable as possible for any participant.

- b. **Format:** pdf document (though make it printable) that will be shipped through email and on the website for clients. In other words, the document should include links that users can interact with.

2. Write table of contents: includes all the core contents you will cover. At the bare minimum, this *must include*:

* note that everything here should be **introductory**, ie: beginner friendly

- a. Logistics/General
 - i. Introduction to design-a-thon (**handled by leads**)
 - ii. Introduction to design at UCI (**handled by leads**)
 - iii. What is UI/UX Design?
 - iv. Design thinking
- b. Main Content
 - i. Design process: Brainstorming, Sticky Note Process
 - ii. Problem Statement: market analysis, formulating an effective problem statement, use cases
 - iii. UX Research: How to conduct research
 - iv. Artifacts for Research: User Personas, User Journey Maps, and User Flows, and analyzing research
 - v. Wireframing: Low and Mid Fidelity
 - vi. A guide to figma
- c. Other Concepts
 - i. Below are couple ideas I thought of, however please explore anything that you think will be interesting!
 - ii. Laws of UX
 - iii. Friendship rule of spacing
 - iv. Usability Heuristics
 - v. Cognitive theories and their applications to design
- d. Inspiration
 - i. Use case examples
 - ii. Influencers
 - iii. Advice from successful designers
- e. Resources
 - i. Links to guides and tutorials
 - ii. Links to helpful software

3. **Laying out the handbook:** each handbook will have a unique layout. This step will be the “wireframing” step where you lay out the high level visual of what your handbook will look like. Think of how you will organize a magazine, a similar process follows with this handbook.
 - a. **Possibility 1) Fully text-based handbook:** This will look something like [this](#). Use a google document to lay out each
 - b. **Possibility 2) With visuals:** This will look something like [this](#). Use canvas or a similar platform to lay this out.
4. **Creating the Content:** research and write out the content you want for each section. Some things to keep in mind:
 - a. **Keep it modular:** there shouldn't be big chunks of content. Bullet points and short, bite-sized, and to-the-point pieces of content are preferred.
 - b. **Include visuals:** give examples through images
 - c. **Make it actionable:** your content should include links and step by step tutorials for people to immediately take action.

Examples and Resources

Use these as references for what your handbook can look like!

- <https://designcode.io/ux-design-handbook>
- [gen she promotion guide](#) - good setup/layout of handbook
- [Davis Fest](#) Design-a-thon resources

Places to Research

Some of the sections such as design process and the technicals on how to use figma and create wireframes may require more research. These are my personal favorite sites to explore more in-depth content on the design space:

- [Laws of UX Design](#)
- [UX Collective](#): a collection of medium articles simplifying the design process
- [Usability and Heuristics](#)
- [Don Norman, his books, and ideas](#) – great influencer and design leader to reference for ideas and inspiration

Guides

These are pdf documents shipped to stakeholders (participants, keynote speaker, workshop hosts, judges, volunteers, and mentors) detailing key logistics of the event.

List of priority documents (most to least important):

- Participant guide
- Judges guide
- Keynote speaker guide
- Workshop host guide
- Mentor guide
- Volunteer guide

Please read the list below for a requirements on each doc.

☐ **Participant Guide**

☐ **Reference [this guide](#)**

☐ Time of event

☐ Location

☐ Event locations (opening ceremony, checkin spot, and working areas)

☐ how to get in (which door, where is the door? What app can I use to find directions, etc)

☐ parking recommendations

☐ pricing and transportation costs

☐ Check in

☐ Late check in

☐ Where to check in

☐ How to check in (through google form)How to check in (through google form)

☐ People to contact (directors, people to ask for help)

☐ Schedule of the event

☐ things to pack

☐ Food

☐ When, what, and where food is served (menu)

☐ Allergies

☐ Paying for food (no, all free)

☐ Snacks

- ☐ What do Mentors do?
 - ☐ How do you contact them (discord or in person)
 - ☐ What is the background of mentors (specializations in user research, visual design, and User Experience). Please reference the application form [here](#)
- ☐ Rules
- ☐ Competition prizes and tracks (link to challenge brief)
- ☐ Submission criteria
 - ☐ How to submit
 - ☐ Submission requirements. Reference logistical requirements like viewable link [here](#)
- ☐ Judging process
- ☐ Presentation process
- ☐ [Expo booth](#)
- ☐ **Mentorship**
 - ☐ Review this [logistics guide](#)
 - ☐ Time of event
 - ☐ Location
 - ☐ Event locations (opening ceremony, checkin spot, and working areas)
 - ☐ how to get in (which door, where is the door? What app can I use to find directions, etc)
 - ☐ parking recommendations
 - ☐ pricing and transportation costs
 - ☐ Check in
 - ☐ **Mentor-specific check-in** will be the same time as general participant check-in
 - ☐ Where to check in
 - ☐ How to check in (through google form)
 - ☐ People to contact (directors, people to ask for help)
 - ☐ General Schedule of the event
 - ☐ Mentorship system
 - ☐ How does it work
 - ☐ In person mentorship process
 - ☐ Online mentorship process

- ☐ How mentors will be assigned
- ☐ General expectations for mentors

☐ **Judges**

☐ Parking:

- ☐ Must park in the **APS** parking structure
- ☐ Show them a map with address and directions to this area
- ☐ 2 Organizers will be there during the check in period for judges to give them permits which they will put on their dashboard
- ☐ Judges **do not** need to pay for any parking costs at the kiosk

