

Work Learning Agenda

Student Name: Xuefei Ma

Student Number: 1003848170

Academic Concetration: UXD

Coop Organization: Ontario Public Service

Coop Position: Co-op UX Designer

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Goal 1: Become Proficient and Efficient in Creating Finished Designs Using Figma

Category: Technical Tool Proficiency

Objective 1: Improve design efficiency in Figma to ensure high-quality outputs are delivered on time.

Activities:

1. Commit progress during bi-weekly stand-up meetings and provide updates on previous milestones to mentors or colleagues. Actively seek feedback from peers to refine the design process.
2. Participate in time-limited design challenges organized by UX communities to enhance speed while maintaining design quality.

Evidence:

- Completed Figma projects and design files archived in project folders, accompanied by feedback from colleagues or mentors.
- Feedback from developer colleagues documenting identified issues and suggested improvements to refine design approaches.

Objective 2: Master Figma's advanced features, including components, prototyping, and automation, to enhance design quality and work efficiency.

Activities:

1. Complete Figma's official tutorials and advanced courses, with a focus on mastering components, automation tools, and prototyping techniques.
2. Apply advanced Figma features in design projects, testing new functionalities to improve efficiency and design quality.

Evidence:

- Design projects showcasing the use of advanced features such as components, prototyping, and automated workflows, with feedback from colleagues or mentors.

Objective 3: Collaborate effectively with project management teams, leveraging Figma to improve design output and efficiency.

Activities:

1. Actively work with design teams on real-world projects, contributing to designs and

utilizing Figma's collaboration features.

2. Conduct weekly design reviews with the team to evaluate progress and identify areas for process improvement.

Evidence:

- Design files from real-world team projects demonstrating collaboration using Figma.
- Documentation of design reviews, highlighting progress, feedback, and process refinements.

Goal 2: Master System Testing Including Test Case Generation and Logic

Category: Technical Tool Proficiency

Objective 1: Master Gherkin syntax and be able to write clear and understandable BDD test cases.

Activities:

1. Write at least five automation test cases using Gherkin syntax to cover various system functionality scenarios for validation.
2. Learn and practice BDD best practices, optimizing the logic and structure of Gherkin test cases to make them clearer and more understandable.

Evidence:

- Completed Gherkin test case scripts, stored and archived in version control systems, with feedback records from team code reviews.
- Gherkin test cases executed during project tests, with generated reports displaying results.

Objective 2: Become familiar with Azure DevOps test management features, mastering the creation and management of test cases, tracking test progress, and analyzing test results.

Activities:

1. Create and manage 3 test cases in Azure DevOps, covering test design, execution plans, and result records.
2. Participate in team testing meetings, regularly reporting on test progress, analyzing test data, and providing suggestions for optimization.

Evidence:

- Test case records created in Azure DevOps, along with execution reports demonstrating test coverage and effectiveness.
- Test data reporting documents, including progress tracking, issues discovered, and a checklist for optimization suggestions.

Goal 3: Secure an Internship or Full-Time Position with the Ontario Public Service

Category: Professional Development

Objective 1: Enhance the quality of the resume and cover letter to effectively showcase skills and experiences.

Activities:

- Revise and optimize the resume and cover letter to align with OPS job descriptions, emphasizing relevant skills and accomplishments.
- Conduct regular feedback sessions with career counselors or mentors, completing at least two rounds of revisions for both the resume and cover letter.

Evidence:

- Revised versions of the resume and cover letter, including feedback and final approval from career counselors or mentors.
- A collection of tailored application materials for various OPS positions, organized and archived.

Objective 2: Expand application opportunities and secure at least one job offer by thoroughly preparing for interviews.

Activities:

- Regularly review the OPS website, screen suitable positions twice a week, and submit application materials every Monday.
- Participate in at least three mock interviews, incorporating targeted feedback from mentors to improve interview techniques.

Evidence:

- A record of submitted OPS job applications, including the positions applied for, submission dates, and application statuses.
- Mock interview feedback reports, self-reflection logs, and improvement plans documenting progress in interview skills.

Goal 4: Collaborate with Developers to Effectively Communicate and Implement Design Concepts

Category: Communication Skills

Objective 1: Clearly and accurately convey design concepts to developers to ensure understanding and implementation.

Activities:

- Hold regular design discussions with developers, using concise language and visual tools (e.g., sketches or prototypes) to effectively communicate design intentions.
- Learn and practice technical terminology to better align with developers and minimize misunderstandings between design and technical implementation.

Evidence:

- Meeting notes from design discussions demonstrating how design concepts were explained through language and visual tools.
- Sketches or prototype files created using visual tools, documenting improvements made after discussions with developers.

Objective 2: Strengthen the ability to provide design feedback and receive technical input within the team to optimize designs for implementation.

Activities:

- Participate in at least one cross-functional collaboration project to address design challenges in technical implementation.
- Actively engage in team design reviews, offering and receiving technical feedback, and propose feasible adjustments based on technical constraints.

Evidence:

- Records of design-development collaboration, including steps to resolve technical challenges and the outcomes of implemented solutions.
- Minutes from design reviews documenting feedback exchanged and the final adjusted design plan.

Objective 3: Refine the ability to present designs through documentation and tools to ensure clarity and executability.

Activities:

- Use Figma or Sketch to enhance design documents and wireframes, making them easier for developers to understand and implement.
- Regularly review and update design documents based on developer feedback to improve technical feasibility.

Evidence:

- Completed design documents or wireframes showcasing clear design rationale and implementation plans, along with developer feedback.
- Version history of regularly updated design documents illustrating the optimization process.
- Feedback and evaluations from developers confirming the clarity and executability of design documents.

Goal 5: Actively Network with UX Professionals within the Ontario Public Service

Category: Professional Development

Objective 1: Expand personal professional network in UX by reaching out to experts and peers within OPS.

Activities:

- Attend at least two UX-related events (e.g., conferences, workshops, meetups) and actively engage with participants, documenting discussions and contact information.
- Use LinkedIn or other professional platforms to send personalized messages to OPS UX professionals, seeking industry insights or career advice.

Evidence:

- Records of events attended, including event names, dates, and details of conversations with new professional contacts.
- Communication records (e.g., emails or chat logs) with OPS UX professionals, along with notes on feedback or advice received.

Objective 2: Actively participate in OPS UX community activities to establish long-term professional connections and contribute insights.

Activities:

- Join at least one UX-related community or group within OPS, regularly participating in discussions, sharing experiences, or offering insights.
- Organize or assist with a small-scale community activity or project (e.g., a themed discussion or knowledge-sharing session) to enhance visibility and influence.

Evidence:

- Records of participation in community activities, including discussion topics, contributions, or shared resources.
- Documentation of organized or assisted activities, including content details, participant numbers, and feedback received.

Objective 3: Stay updated on industry knowledge and trends in UX design.

Activities:

- Read at least two UX-related articles or blogs monthly, recording key insights and their

- relevance to professional growth.
- Attend at least one industry lecture or webinar, integrating newly acquired knowledge into professional development.

Evidence:

- Reading logs including article titles, sources, and notes on key takeaways.
- Proof of participation in lectures or webinars (e.g., registration confirmations or screenshots) along with notes on learned content and practical applications.

Goal 6: Manage ADHD Symptoms to Complete Daily Tasks on Time

Category: Personal Development

Objective 1: Learn and apply effective time management techniques to improve productivity and complete tasks on schedule.

Activities:

- Set clear daily work goals and designated break times, using methods like the Pomodoro Technique to boost focus and minimize distractions.
- Create a daily task list, prioritizing tasks to ensure high-priority items are completed during peak performance periods.

Evidence:

- Daily task lists and completion records showing task prioritization and actual completion progress.
- Screenshots or logs from time management tools (e.g., Pomodoro timers, Trello, or Notion) demonstrating improved time allocation and focus.

Objective 2: Master strategies to address ADHD challenges and seek support to enhance productivity and work quality.

Activities:

- Meet weekly with a doctor or mental health professional to learn ADHD coping strategies and document their effectiveness.
- Conduct weekly reflections on work progress, analyzing task completion, identifying sources of distraction or procrastination, and experimenting with new strategies.

Evidence:

- Records of consultations with doctors or mental health professionals, including recommended strategies and summaries of their impact.
- Reflection journals documenting weekly work progress, effective strategies, and areas for improvement.

Objective 3: Continuously optimize work habits to reduce distractions and procrastination, boosting overall productivity.

Activities:

- Attend online courses or workshops related to time management or ADHD to learn additional focus-enhancing techniques.
- Implement various attention management strategies (e.g., task chunking, reward systems) and document their effects on work.

Evidence:

- Proof of participation in online courses or workshops (e.g., certificates or screenshots) along with summaries of key takeaways.
- Records of completed tasks using reward systems or task chunking, demonstrating the implementation and evaluation of these methods.