

Work Learning Agenda

Name: Xuefei Ma

Coop Position: Co-op UX Designer

Organization: Ontario Public Service

Start Date: 2024/09/16

End Date: 2024/12/21

Goal 1: Practical Application of Accessibility Concepts

Category: Professional Skills

Objective 1.1: Understand Accessibility Standards

SMART Objective: "Gain a comprehensive understanding of accessibility standards by reviewing accessibility requirements within insideOPS and integrating them with accessibility knowledge from school."

- **Activity 1.1.1:** "Read and organize accessibility requirements from insideOPS and compare them with what I've learned in school."
- **Activity 1.1.2:** "Complete the LearnON course on AODA and explore additional resources such as literature and podcasts on AODA."
- **Evidence 1.1:** "Certificates from completed courses and notes documenting the feedback and learning outcomes."

Objective 1.2: Apply Accessibility Standards to Projects

SMART Objective: "Apply accessibility standards by identifying gaps in current projects and implementing changes to ensure AODA compliance."

- **Activity 1.2.1:** "Identify accessibility gaps in ongoing projects, implement necessary changes, and ensure compliance with AODA standards."
- **Activity 1.2.2:** "Seek feedback from colleagues and supervisors on the clarity and engagement of project updates related to accessibility improvements."
- **Evidence 1.2:** "An evaluation of accessibility effectiveness by assessing the impact of implemented changes."

Objective 1.3: Assess Accessibility Effectiveness

SMART Objective: This objective could involve evaluating the impact of the applied accessibility changes.

SMART Objective: "Conduct an accessibility audit by the end of the third month and measure the effectiveness of implemented AODA standards in the project."

- **Activity:** Run accessibility tests or use automated tools to assess compliance.
- **Evidence:** Accessibility audit report, comparison before and after changes, user feedback on accessibility improvements.

Goal 2: Practical Application of Bootstrap, Figma, and Balsamiq

Category: Technical Skills

Objective 2.1: Mastering Bootstrap for Front-End Development

SMART Objective: "Develop proficiency in Bootstrap by applying it to redesign at least two sections of a web project by the end of the second month."

- **Activity 2.1.1:** "Use Bootstrap to redesign two sections of an existing web project to improve layout and responsiveness."
- **Activity 2.1.2:** "Review and revise the code based on feedback from colleagues or supervisors."
- **Evidence 2.1:** "Before-and-after screenshots of the redesigned sections and code reviews."

Objective 2.2: Improving UI/UX Design with Figma

SMART Objective: "Enhance UI/UX design skills by completing at least one interactive prototype in Figma for an ongoing project within the first three months."

- **Activity 2.2.1:** "Design and create an interactive prototype in Figma based on project requirements."
- **Activity 2.2.2:** "Present the prototype to the team and gather feedback for improvements."
- **Evidence 2.2:** "Final Figma prototype and feedback from the team."

Objective 2.3: Wireframing with Balsamiq

SMART Objective: "Gain expertise in wireframing by creating wireframes in Balsamiq for at least two different project concepts within the placement."

- **Activity 2.3.1:** "Create wireframes for two different project concepts using Balsamiq."
- **Activity 2.3.2:** "Share wireframes with the design team and iterate based on their feedback."
- **Evidence 2.3:** "Completed wireframes and a summary of feedback and revisions."

Goal 3: Establishing a Healthy Work-Study Balance

Category: Professional Development

Objective 3.1: Effectively Manage Work and Study Responsibilities

SMART Objective: "Develop a balanced work-study routine by allocating specific time blocks for co-op tasks and coursework (Data Mining and Accessibility Design), ensuring all deadlines are met by the end of the placement."

- **Activity 3.1.1:** "Create a weekly schedule that allocates dedicated time for co-op work, INF2190 assignments, and INF2165 projects."
- **Activity 3.1.2:** "Review and adjust the schedule based on workload and upcoming deadlines."
- **Evidence 3.1:** "Weekly schedule and reflective journal tracking how effectively the plan was followed."

Objective 3.2: Maintain Productivity and Prevent Burnout

SMART Objective: "Enhance time management and productivity by setting short-term goals for work and study, ensuring a balance between productivity and well-being throughout the placement."

- **Activity 3.2.1:** "Set daily or weekly goals for coursework (Data Mining and Accessibility Design) and co-op tasks, with built-in time for rest and relaxation."
- **Activity 3.2.2:** "Evaluate progress bi-weekly and adjust goals and rest time accordingly."
- **Evidence 3.2:** "Journal entries documenting progress, adjustments, and reflections on managing workload and stress."

Goal 4: Practical Application of Azure and Agile Sprint Experience

Category: Technical Skills

Objective 4.1: Understand the PSSD Project's Code and Information on Azure

SMART Objective: "By the end of the placement, gain a clear understanding of the code structure, deployment process, and technical details of the PSSD project on Azure."

- **Activity 4.1.1:** "Study and comprehend the codebase and deployment workflow of the PSSD project within the Azure environment."
- **Activity 4.1.2:** "Collaborate with the development team to document the specific technical requirements and deployment details for the PSSD project on Azure."
- **Evidence 4.1:** "Comprehensive project documentation, including details on the code structure, deployment steps, and technical requirements summary."

Objective 4.2: Experience an Agile Sprint Cycle

SMART Objective: "Actively participate in at least two Agile sprint cycles by contributing to team discussions, completing assigned tasks, and participating in sprint retrospectives."

- **Activity 4.2.1:** "Attend stand-up meetings, sprint planning sessions, and retrospectives during each sprint."
- **Activity 4.2.2:** "Complete sprint tasks and deliverables within the set time frame and gather feedback from the team."
- **Evidence 4.2:** "Sprint retrospective notes, completed sprint deliverables, and personal reflections on the Agile process."

Goal 5: Enhance Natural and Effective Networking Skills

Category: Communication Skills

Objective 5.1: Build Confidence in Networking Conversations

SMART Objective: "Increase confidence in networking by engaging more with colleagues at work and initiating conversations with at least five new contacts by the end of the placement."

- **Activity 5.1.1:** "Prepare and practice conversation starters and questions in advance for networking situations."
- **Evidence 5.1:** "A list of new contacts made, including reflections on each conversation and follow-up actions (e.g., sending emails, adding contacts on LinkedIn)."

Objective 5.2: Improve Networking Techniques and Actively Engage with Industry Contacts

SMART Objective: "Enhance networking techniques by practicing active listening and asking open-ended questions in at least three networking conversations per month."

- **Activity 5.2.1:** "During each networking opportunity, focus on practicing active listening and asking engaging open-ended questions."
- **Activity 5.2.2:** "Request feedback from colleagues or friends on your networking approach, or reflect on your own experiences after each conversation."
- **Evidence 5.2:** "Personal reflection journal for each networking experience, outlining what worked well and areas for improvement."

Goal 6: Develop the Habit of Writing Daily Logs and Work Notes for Better Knowledge Retention

Category: Professional Development

Objective 6.1: Build a Consistent Habit of Writing Daily Logs

SMART Objective: "By the end of the placement, establish a routine of writing daily logs, capturing key tasks, challenges, and learnings from each workday."

- **Activity 6.1.1:** "Allocate 10-15 minutes at the end of each workday to write a brief summary of tasks completed, challenges faced, and key takeaways."
- **Activity 6.1.2:** "Review logs weekly to identify patterns and areas for improvement."
- **Evidence 6.1:** "A daily log document or journal containing entries from each workday, as well as a weekly reflection on progress and learnings."

Objective 6.2: Maintain Detailed Work Notes for Key Projects

SMART Objective: "For each project, write detailed work notes documenting important decisions, changes, and technical insights, ensuring all key information is easily retrievable."

- **Activity 6.2.1:** "At the end of each project milestone or meeting, write a summary of key points, decisions made, and next steps."
- **Activity 6.2.2:** "Organize notes by project and include relevant attachments (e.g., diagrams, code snippets) for easy reference."
- **Evidence 6.2:** "Organized work notes for each project, including summaries, decisions, and action items, stored in an easily accessible format."

Conclusion and Reflection

Personal Learning Reflection: I hope this co-op opportunity will serve as a practical application of the knowledge I've gained in school. I understand that, due to real-world constraints, many steps in design may not be fully implemented as planned, so I am eager to learn how these design details are applied in actual projects.

Secondly, I recognize that the workplace is different from school, particularly in its unique social culture and the skills required to navigate it. I hope to learn and master these through practice and experience.

Lastly, I am aware that this will be an extremely busy term. I aim to use this opportunity to strengthen my ability to balance and organize my time, ultimately becoming a more effective multitasker.