
Prototyping and Interface Design for an information system

QUATTRO J

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Prototypes

Organise meeting

Organise potential meeting dates (Student)

The screenshot shows a web browser window titled "Monash Milestone Scheduling System". The address bar shows the URL "http://www.ILoveYouPeter.monash.edu/MarkQuotroJFullMarks". The page has a navigation bar with a "Home" link and a "Logout" button. Below the navigation bar is a tabbed interface with four tabs: "Suggest Time" (active), "Meeting Invite", "Submit Documentation", and "Meeting Outcome". The main content area is titled "Title" and contains two sections: "Student Details" and "Enter Date".

Student Details:

Student ID	First Name	Last Name
1234567	James	Bond

Enter Date:

	Meeting Date	Meeting Date
Date Preference 1 :	14 / 12 / 2021	15:00
Date Preference 2 :	12 / 12 / 2021	14:00
Date Preference 3 :	15 / 12 / 2021	16:00

At the bottom of the form are three buttons: "Back", "Clear", and "Next".

How does this page work?

1. Check your own student details and make sure it is correct
2. Enter the dates and times accordingly
3. Hit the confirm button

Assumptions:

1. As assumed this is done after a student logged in, the student detail needs not to be entered; it is just for them to check their own detail
2. Assume the entered details will be saved automatically, the save button is not needed

Error messages and other pages:

The screenshot shows the 'Monash Milestone Scheduling System' interface. The browser address bar displays 'http://www.ILoveYouPeter.monash.edu/MarkQuotroJFullMarks'. The page has a navigation bar with 'Home' and 'Logout' links, and a menu with 'Suggest Time', 'Meeting Invite', 'Submit Documentation', and 'Meeting Outcome'. The main form is titled 'Title' and contains 'Student Details' (Student ID: 1234567, First Name: James, Last Name: Bond) and 'Enter Date' section. The 'Enter Date' section has three rows for 'Date Preference'. The first row is highlighted in red with a red exclamation mark icon and the text 'Enter a valid availability'. The second row shows 'Date Preference 2' with date '12 / 12 / 2021' and time '14:00'. The third row shows 'Date Preference 3' with date '15 / 12 / 2021' and time '16:00'. A modal dialog box titled 'Input Missing Alert' is centered, with the message 'Please complete the field of date and time.' and an 'Okay' button. At the bottom are 'Back', 'Clear', and 'Next' buttons.

The alert window reminds the user to complete all date fields before proceeding to the next page. All the missing fields will be highlighted in red.



The screenshot shows the same 'Monash Milestone Scheduling System' interface. The browser address bar displays 'http://www.ILoveYouPeter.com/MarkUsFullMarks'. The page layout is identical to the previous screenshot. In the 'Enter Date' section, the first two rows are highlighted in red with red exclamation mark icons and the text 'Enter a valid availability'. The first row shows 'Date Preference 1' with date '14 / 12 / 2021' and time '12:00'. The second row shows 'Date Preference 2' with date '14 / 12 / 2021' and time '14:00'. The third row shows 'Date Preference 3' with date '15 / 12 / 2021' and time '16:00'. A modal dialog box titled 'Duplicate Entry Alert' is centered, with the message 'Please pick a different date and time to enter.' and an 'Okay' button. At the bottom are 'Back', 'Clear', and 'Next' buttons.

The alert window reminds the user not to type the duplicate dates. All the missing fields will be highlighted in red.

Confirm meeting availability (Supervisor)

Monash Milestone Scheduling System

← → ↻

 Home
  Logout




Select Availability
 Select Panel Members

Organise Date

Student Detail:

Student ID e.g 1234567	First Name e.g John	Family Name e.g Smith
---------------------------	------------------------	--------------------------

Confirm Date

	Meeting Date	Meeting Date	Availability
Date Preference 1 :	14 / 12 / 2021 	15:00	Select ▼
Date Preference 2 :	12 / 12 / 2021 	14:00	Confirm ▼
Date Preference 3 :	15 / 12 / 2021 	16:00	Reject ▼

Clear
 Confirm

How does this page work?

1. Check students' detail
2. Select the availability
3. Click "Confirm" button

Assumption :

As these dates are done by students, supervisors need not enter anything but just to select the availability.

Monash Milestone Scheduling System

http://www.ILoveYouPeter.monash.edu//MarkQuotrouJFullMarks

Home Logout

Select Availability Select Panel Members

Organise Date

Student Detail:

Student ID: e.g 1234567 First Name: e.g John Family Name: e.g Smith

Confirm Date

Meeting Date

Date Preference 1: 14 / 12 / 2021

Date Preference 2: 12 / 12 / 2021

Date Preference 3: 15 / 12 / 2021

Availability

Select a valid availability

Confirm Reject

Missing field

Please make sure you select your availability for each date

No Yes

Clear Confirm

The alert window reminds the user not to type the duplicate dates.
All the missing field will be highlighted in red.

Select panel members

Recommend panel members (Supervisor)

The screenshot shows a web browser window titled "Monash Milestone Scheduling System". The address bar shows the URL: <http://www.ILoveYouPeter.monash.edu/MarkQuotroJFullMarks>. The page has a navigation bar with a "Home" link and a "Logout" button. Below the navigation bar, there are two buttons: "Select Availability" and "Select Panel Members". The "Select Panel Members" button is highlighted in blue.

The main content area is titled "Select Panel Members". It contains a "Student Detail:" section with three input fields: "Staff ID" (containing 12345678), "First Name" (containing John), and "Family Name" (containing Smith). Below this is a "Possible Panel Member" section with a table of staff members. Each row has a "Staff ID" input field, a "First Name" input field, a "Family Name" input field, and a "Select" button.

Staff ID	First Name	Family Name	Select
12345678	Peter	Huynh	Select
12345679	Katherine	Ma	Select
12345677	Jack	Peterson	Select
12345645	James	Van Deer	Select

At the bottom right of the "Possible Panel Member" section, there are two buttons: "Clear" and "Confirm".

How does this page work?

1. Check students' detail
2. Select the members
3. Click "Confirm" button

Assumption :

All expert codes and contact details are not needed as they are handled by E-Solution.

Monash Milestone Scheduling System

http://www.iLoveYouPeter.monash.edu/MarkQuotroJFullMarks

Home Logout

Select Availability Select Panel Members

Select Panel Members

Student Detail:

Student ID	First Name	Family Name
12345678	John	Smith

Possible Panel Member

Staff ID	First Name	Family Name	Select
12345678	Peter	Huynh	Select
12345679	Katherine	Ma	Select
12345677	Jack	Peterson	Select
12345645	James	Van Deer	Select

Confirmation

Are you sure you have no panel members to recommend?

No Yes

Clear Confirm

How does this page work?

1. Click "Confirm" button if supervisors confirm that no members needed to be recommended.

Monash Milestone Scheduling System

http://www.iLoveYouPeter.monash.edu/MarkQuotroJFullMarks

Home Logout

Select Availability Select Panel Members

Select Panel Members

Student Detail:

Student ID	First Name	Family Name
12345678	John	Smith

Possible Panel Member

Staff ID	First Name	Family Name	Select
12345678	Peter	Huynh	Select
12345679	Katherine	Ma	Select
12345677	Jack	Peterson	Select
12345645	James	Van Deer	Select

Confirmation

Panel members you recommend :

Peter Huynh (12345678)
Katherine Ma (12345679)
James Van Deer (12345677)

No Yes

Clear Confirm

How does this page work?

1. Click "Confirm" button if supervisors confirm that the details of recommended members are correct.

Select panel members (Admin)

The 'Select Panelist' screen allows admin staff to view PhD supervisors preferences for panel members and decide based on those who will be included on the meeting panel.

A supervisor may recommend up to 3 panel members; their suggestions are displayed on this page for the benefit of admin staff. For each suggestion the admin may either confirm or reject the recommended panel member using the drop down element on the right hand side. A search feature is included at top of the page to allow admin to select their own panel members. Supervisors may choose not to recommend panel members, in which case the middle section will be left blank.

The final meeting must include exactly 3 panel members so each rejected or missing recommendation must be replaced by the admin using the search feature. Once a suitable replacement is found the Add button will appear allowing the admin to add the selected staff member to the staff list below.

Pressing confirm will add the staff members who have been labelled confirmed to the official meeting record. Clear resets the page to its original appearance and contents before adding new panel members.

Assumptions:

The panel members recommended by the supervisor have already been checked to ensure matching expertise codes. New panel members selected by the admin are also screened by expertise code before being added to the list.

The search uses the staff members full name for ease of use. Whilst Staff ID would likely return a more accurate result, admin staff cannot be expected to memorise their colleagues ID number.

This page view is different for each unique milestone meeting and assumes this information has already been provided and confirmed previously.

Monash Milestone Scheduling System

http://www.ILoveYouPeter.monash.edu/MarkQuotroJFullMarks

Home Logout

Select Panelists Invite Panelists Review Availability Remove Panelists Finalise Panelists

Select Panelists

New Panelist

Search by Name

Suggested Panelist

Staff ID	First Name	Family Name	Milestones	
31492975	Emily	Johnson	4	Confirm
31422935	Fred	Bloggs	7	Confirm
31392475	James	Maddison	13	Reject

Clear Confirm

Monash Milestone Scheduling System

http://www.ILoveYouPeter.monash.edu/MarkQuotroJFullMarks

Home Logout

Select Panelists Invite Panelists Review Availability Remove Panelists Finalise Panelists

Select Panelists

New Panelist

Search by Name

Too Few Panelists
Please Select 3 Suitable Panel Members
Okay

Suggested Panelist

Staff ID	First Name	Family Name	Milestones	
31492975	Emily	Johnson	4	Confirm
31422935	Fred	Bloggs	7	Confirm
31392475	James	Maddison	13	Reject

Clear Confirm

Failed to Submit

Monash Milestone Scheduling System

← → ↻

Home Logout

Select Panelists Invite Panelists Review Availability Remove Panelists Finalise Panelists

Select Panelists

New Panelist

Search by Name

Staff ID	First Name	Family Name	Expertise Code	
<input type="text" value="31492975"/>	<input type="text" value="Jack"/>	<input type="text" value="Branson"/>	<input type="text" value="12344; 12345; 12999"/>	<input type="button" value="+ Add"/>
<input type="text" value="33442975"/>	<input type="text" value="Jason"/>	<input type="text" value="Gamgee"/>	<input type="text" value="13344; 15335; 12999"/>	<input type="button" value="+ Add"/>

Suggested Panelist

Staff ID	First Name	Family Name	Milestones	
<input type="text" value="31492975"/>	<input type="text" value="Emily"/>	<input type="text" value="Johnson"/>	<input type="text" value="4"/>	<input type="button" value="Confirm"/>
<input type="text" value="31422935"/>	<input type="text" value="Fred"/>	<input type="text" value="Bloggs"/>	<input type="text" value="7"/>	<input type="button" value="Confirm"/>

Clear Confirm

Monash Milestone Scheduling System

← → ↻

Home Logout

Select Panelists Invite Panelists Review Availability Remove Panelists Finalise Panelists

Select Panelists

New Panelist

Search by Name

Staff ID	First Name	Expertise Code	
<input type="text" value="31492975"/>	<input type="text" value="Jack"/>	<input type="text" value="12344; 12345; 12999"/>	<input type="button" value="+ Add"/>
<input type="text" value="33442975"/>	<input type="text" value="Jason"/>	<input type="text" value="13344; 15335; 12999"/>	<input type="button" value="+ Add"/>

Suggested Panelist

Staff ID	First Name	Family Name	Milestones	
<input type="text" value="31492975"/>	<input type="text" value="Emily"/>	<input type="text" value="Johnson"/>	<input type="text" value="4"/>	<input type="button" value="Confirm"/>
<input type="text" value="31422935"/>	<input type="text" value="Fred"/>	<input type="text" value="Bloggs"/>	<input type="text" value="7"/>	<input type="button" value="Confirm"/>

Clear Confirm

Wrong Expertise Code
Panelist Does Not Have Required Expertise For Meeting
Okay

Monash Milestone Scheduling System

← → ↻

Home Logout

Select Panelists Invite Panelists Review Availability Remove Panelists Finalise Panelists

Select Panelists

New Panelist

Search by Name

Staff ID	First Name	Expertise Code
<input type="text" value="31492975"/>	<input type="text" value="Jack"/>	<input type="text" value="12344; 12345; 12999"/> + Add
<input type="text" value="33442975"/>	<input type="text" value="Jason"/>	<input type="text" value="13344; 15335; 12999"/> + Add

Panel Member Added
Jason Gamgee (33442975)
Okay

Suggested Panelist

Staff ID	First Name	Family Name	Milestones	
<input type="text" value="31492975"/>	<input type="text" value="Emily"/>	<input type="text" value="Johnson"/>	<input type="text" value="4"/>	<input type="text" value="Confirm"/>
<input type="text" value="31422935"/>	<input type="text" value="Fred"/>	<input type="text" value="Bloggs"/>	<input type="text" value="7"/>	<input type="text" value="Confirm"/>

Clear Confirm

Monash Milestone Scheduling System

← → ↻

Home Logout

[Select Panelists](#) [Invite Panelists](#) [Review Availability](#) [Remove Panelists](#) [Finalise Panelists](#)

Select Panelists

New Panelist

Search by Name

Suggested Panelist

Staff ID	First Name	Family Name	Milestones	
<input type="text" value="31422935"/>	<input type="text" value="Fred"/>	<input type="text" value="Bloggs"/>	<input type="text" value="7"/>	<input type="button" value="Confirm"/>
<input type="text" value="31392475"/>	<input type="text" value="James"/>	<input type="text" value="Maddison"/>	<input type="text" value="13"/>	<input type="button" value="Reject"/>
<input type="text" value="33442975"/>	<input type="text" value="Jason"/>	<input type="text" value="Gamgee"/>	<input type="text" value="5"/>	<input type="button" value="Confirm"/>

Monash Milestone Scheduling System

← → ↻

Home Logout

[Select Panelists](#) [Invite Panelists](#) [Review Availability](#) [Remove Panelists](#) [Finalise Panelists](#)

Select Panelists

New Panelist

Search by Name

Suggested Panelist

Staff ID	First Name	Family Name	Milestones	
<input type="text" value="31422935"/>	<input type="text" value="Fred"/>	<input type="text" value="Bloggs"/>	<input type="text" value="7"/>	<input type="button" value="Confirm"/>
<input type="text" value="31392475"/>	<input type="text" value="James"/>	<input type="text" value="Maddison"/>	<input type="text" value="13"/>	<input type="button" value="Reject"/>
<input type="text" value="33442975"/>	<input type="text" value="Jason"/>	<input type="text" value="Gamgee"/>	<input type="text" value="5"/>	<input type="button" value="Confirm"/>

Selection Successful

Emily Johnson (31492975),
Fred Bloggs (31422935),
Jason Gamgee (31492975)

Okay

Invite panel members (Admin)

The 'Send Panelist Invites' page allows admin staff to automatically send emails to potential panel members inviting them to join the panel. This email is created using a template and includes the meeting times and dates previously suggested by the student and confirmed by the supervisor. The email itself is not shown on this page only the option to send a new email.

Admin staff may choose to either select panelists individually for invitations or select all using the invite all button. The emails themselves are not sent until the confirm button is pressed allowing the admin staff to undo or continue editing their selection. The clear button is provided to allow admin to quickly deselect all panelist for invites and reset the page to its original appearance.

None of the fields are editable, they're only provided for confirmation purposes.

Assumptions:

This page only shows panelists who have been approved for participation on the previous screen. This view is different for each unique milestone meeting and assumes this information has already been provided and confirmed previously.

Monash Milestone Scheduling System

← → ↻

Home Logout

Select Panelists **Invite Panelists** Review Availability Remove Panelists Finalise Panelists

Invite Panelists

Staff ID	First Name	Last Name	
<input type="text" value="31492975"/>	<input type="text" value="Emily"/>	<input type="text" value="Johnson"/>	<input type="button" value="+ Invite"/>
<input type="text" value="31432475"/>	<input type="text" value="Samwise"/>	<input type="text" value="Gamgee"/>	<input type="button" value="+ Invite"/>
<input type="text" value="32495975"/>	<input type="text" value="Fred"/>	<input type="text" value="Bloggs"/>	<input type="button" value="+ Invite"/>

Back

Monash Milestone Scheduling System

← → ↻

Home Logout

Select Panelists **Invite Panelists** Review Availability Remove Panelists Finalise Panelists

Invite Panelists

Staff ID	First Name	Last Name	
<input type="text" value="31492975"/>	<input type="text" value="Emily"/>	<input type="text" value="Johnson"/>	<input type="button" value="+ Invite"/>
<input type="text" value="31432475"/>	<input type="text" value="Samwise"/>	<input type="text" value="Gamgee"/>	<input type="button" value="+ Invite"/>
<input type="text" value="32495975"/>	<input type="text" value="Fred"/>	<input type="text" value="Bloggs"/>	<input type="button" value="+ Invite"/>

Panel Invite Successful

Emily Johnson (ejoh0023@staff.monash.edu),
Fred Bloggs (fblo0042@staff.monash.edu),
Jack Branson (jbra0057@staff.monash.edu)

Okay

Back

Finalise panel members

Confirm availability (Panel member)

The Confirm Attendance Screen allows potential panel members to respond to the invitation sent by admin staff. The email invite will include a link to this page where panel members can either confirm or reject meeting dates and times using a drop down element.

Since a milestone meeting requires exactly 3 panel members to be present, if the admin is unable to find a date where all 3 are available, they will remove and replace panel members until a consensus is achieved. Therefore if a potential panelist rejects all 3 suggested meeting dates they will be removed from the panel.

Monash Milestone Scheduling System

Home Logout

Confirm Attendance View Documentation Meeting Outcome

Confirm Attendance

	Meeting Date	Meeting Date	Availability
Date Preference 3 :	12/ 12 / 2021	14:00	Select
Date Preference 3 :	14/ 12 / 2021	15:00	Confirm
Date Preference 3 :	15 / 12 / 2021	16:00	Reject

Next

Monash Milestone Scheduling System

http://www.iloveyoupeter.monash.edu/MarkQuotroJFullMarks

Home Logout

Confirm Attendance View Documentation Meeting Outcome

Confirm Attendance

Meeting Date	Meeting Date	Availability
Date Preference 3 : 12/ 12 / 2021	14:00	Select
Date Preference 3 : 14/ 12 / 2021		Confirm
Date Preference 3 : 15 / 12 / 2021	16:00	Reject

Next

Review panel member availability (Admin)

Shows all the availabilities of supervisors on a calendar so that the admin can see when they all are available

Monash Milestone Scheduling System

http://www.iloveyoupeter.monash.edu/MarkQuotroJFullMarks

Home Logout

Select Panelists Invite Panelists Review Availability Remove Panelists Finalise Panelists

Supervisor Availability

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00am					
10:00am			Jack		
11:00am					
12:00pm					
1:00pm			Jason	Jason	James
2:00pm				Jack	
3:00pm	James				
4:00pm					
5:00pm					
6:00pm					

Back Clear Next

Remove panel member (Admin)

Shows the selected panelists and gives the final option to remove some, and replace them with others.

The screenshot shows a web browser window titled "Monash Milestone Scheduling System" with the URL "http://www.iloveyoupeter.monash.edu/MarkQuotroJFullMarks". The interface has a navigation bar with "Home" and "Logout" links. Below this is a tabbed menu with "Select Panelists", "Invite Panelists", "Review Availability", "Remove Panelists" (highlighted), and "Finalise Panelists". The main content area is titled "Supervisor Availability" and contains a section for "Final Panel Members". This section displays a table of three panelists with their details and a "Remove" button for each. At the bottom of the table is a "+ Add" button. Navigation buttons "Back", "Clear", and "Next" are located at the bottom of the interface.

Staff ID	First Name	Family Name	Expert Code	
12345678	Peter	Huynh	12344; 12345; 12444; 29384;	Remove
12345679	Katherine	Ma	12344; 12245; 12444; 15555;	Remove
12345677	Jack	Peterson	12344; 12345; 12555	Remove

+ Add

Alert box for confirmation when selecting to remove a panelist.

This screenshot shows the same interface as the previous one, but with a confirmation alert box displayed over the "Remove" button for Peter Huynh. The alert box is titled "Confirmation" and asks "Are you sure you want to remove Peter Huynh?". It has two buttons: "No" and "Yes". The background interface is dimmed.

Staff ID	First Name	Family Name	Expert Code	
12345678	Peter	Huynh	12344; 12345; 12444; 29384;	Remove
12345679	Katherine	Ma	12344; 12245; 12444; 15555;	Remove
12345677	Jack	Peterson	12344; 12345; 12555	Remove

+ Add

Invite new panel member (Admin)

Gives a list of staff panelists to invite in place of the removed one/s. Assumes the panel members have the correct expert code and availability.

Monash Milestone Scheduling System

http://www.iloveyoupeter.monash.edu/MarkQuotroJFullMarks

Home Logout

Select Panelists Invite Panelists Review Availability Remove Panelists Finalise Panelists

Finalise Panelists

Student Details:

Student ID	First Name	Family Name	Expert Code
12345678	John	Smith	12344

Supervisor List

Staff ID	First Name	Family Name	Expert Code	
12345678	Peter	Huynh	12344; 12345; 12444; 29384; 123	+ Invite
12345679	Katherine	Ma	12344; 12245; 12444; 15555; 362	+ Invite
12345677	Jack	Peterson	12344; 12345; 12555	+ Invite
12345678	James	Van Deer	12344; 12345; 12999	+ Invite
12345678	Stephen	Hawking	12344; 12345; 12999	+ Invite

Back Clear Next

Displays the selected panelists for inviting.

Monash Milestone Scheduling System

http://www.iloveyoupeter.monash.edu/MarkQuotroJFullMarks

Home Logout

Select Panelists Invite Panelists Review Availability Remove Panelists Finalise Panelists

Finalise Panelists

Student Details:

Student ID	First Name	Family Name	Expert Code
12345678	John	Smith	12344

Supervisor List

Staff ID	First Name	Family Name	Expert Code	
12345678	Peter	Huynh	12344; 12345; 12444; 29384; 123	+ Invite
12345679	Katherine	Ma	12344; 12245; 12444; 15555; 362	+ Invite
12345677	Jack	Peterson	12344; 12345; 12555	+ Invite
12345678	James	Van Deer	12344; 12345; 12999	Invited
12345678	Stephen	Hawking	12344; 12345; 12999	Invited

Back Clear Next

Finalise panel members (Admin)

Displays the final list of panelists, and the PHD student. Has a confirm button for a final confirmation that the selection is correct.

Monash Milestone Scheduling System

[←](#) [→](#) [↺](#)

[Home](#) [Logout](#)

[Select Panelists](#) [Invite Panelists](#) [Review Availability](#) [Remove Panelists](#) [Finalise Panelists](#)

Supervisor Availability

Student Detail:

Student ID	First Name	Family Name	Expert Code
<input type="text" value="e.g 1234567"/>	<input type="text" value="e.g John"/>	<input type="text" value="e.g Smith"/>	<input type="text" value="12344"/>

Final Panel Members

Staff ID	First Name	Family Name	Expert Code
<input type="text" value="12345678"/>	<input type="text" value="Peter"/>	<input type="text" value="Huynh"/>	<input type="text" value="12344; 12345; 12444; 29384;"/>
<input type="text" value="12345679"/>	<input type="text" value="Katherine"/>	<input type="text" value="Ma"/>	<input type="text" value="12344; 12245; 12444; 15555;"/>
<input type="text" value="12345677"/>	<input type="text" value="Jack"/>	<input type="text" value="Peterson"/>	<input type="text" value="12344; 12345; 12555"/>

[Back](#) [Confirm](#)

Finalise meeting

Finalise meeting information (Admin)

The screenshot shows the 'Monash Milestone Scheduling System' interface. At the top, there's a navigation bar with 'Home' and 'Logout' links. Below this is a tabbed interface with three tabs: 'Finalise meeting' (active), 'Manage processes', and 'Send final invitations'. The main content area is titled 'Finalise meeting information' and contains three sections:

- Student and meeting details:** Fields for 'Student ID' (1234567), 'First Name' (James), and 'Last Name' (Bond).
- Proposed date & available attendees:** This section includes a dropdown for 'PhD student's proposed dates' with options 'e.g. 1/01/2022', '5/01/2022', and '14/01/2022'. To the right is a table titled 'Available panel members on chosen date:'.
- Schedule a date:** A section with a note 'To schedule a date, choose from one of the options below, then click 'Finalise'' and three radio buttons for 'Proposed Dates': '1/01/2022' (selected), '5/01/2022', and '14/01/2022'.

At the bottom right of the form are 'Cancel' and 'Finalise' buttons.

Staff ID	First Name	Last name
12345678	Peter	Huynh
12345679	Katherine	Ma
12345680	Elon	Musk

This screen displays the student information, as well as the proposed dates and the panel members who are available on that day. The Admin can then schedule the date of their choice, depending on the availability.

Assumption: Only the panel members who were finalised in the previous stage can be available on this screen. Similarly, only the dates that the panel members confirmed will be available on the screen.

Monash Milestone Scheduling System

Home Logout

Finalise meeting Manage processes Send final invitations

Finalise meeting information

Student and meeting details

Student ID: 1234567 First Name: James Last Name: Bond

Proposed date & available attendees

PhD student's proposed dates: e.g. 1/01/2022 5/01/2022 14/01/2022

Incomplete Form
Please choose a date to schedule the meeting from the available options
Okay

Members on chosen date:

First Name	Last name
Peter	Huynh
Katherine	Ma
Elon	Musk

Schedule a date

To schedule a date, choose from one of the options below, then click 'Finalise'

Proposed Dates: ☐ 1/01/2022 ☐ 5/01/2022 ☐ 14/01/2022

Cancel Finalise

If no date is chosen, the user will receive a warning message reminding them to select an option. This is necessary in order to finalise the meeting.

Manage admin processes (Admin)

Monash Milestone Scheduling System

Home Logout

Finalise meeting Manage processes Send final invitations

Manage admin processes

Student and meeting details

Student ID: 1234567 First Name: James Last Name: Bond Scheduled date: 1/01/2022

Location of meeting: G16 Woodside building

Admin tasks:

- ☒ Tech support
- ☒ Catering
- ☒ Stationery
- ☒ Confirm meeting location

Clear Confirm

In this screen, the admin will confirm the meeting additional admin tasks, such as catering and tech support. They will have to type in the location as well. This is for their convenience as it helps them keep track of what they have completed in terms of setting up the meeting. Assumption: All the admin tasks are to be done in a separate system. This system is only for confirmation of each task and if it has been completed.

The user is allowed to check boxes to confirm each completed task.

The screenshot displays the 'Monash Milestone Scheduling System' web application. The interface includes a navigation bar with 'Home' and 'Logout' links, and a main menu with 'Finalise meeting', 'Manage processes' (selected), and 'Send final invitations'. The 'Manage processes' section contains a form for 'Student and meeting details' with fields for Student ID (1234567), First Name (James), Last Name (Bond), and Scheduled date (1/01/2022). Below this is a map showing the 'Location of meeting' as 'G16 Woodside building'. To the right, under 'Admin tasks', there are four checked checkboxes: 'Tech support', 'Catering', 'Stationery', and 'Confirm meeting location'. A 'Confirmation' dialog box is overlaid on the map, asking the user to confirm that all tasks are checked correctly, with 'No' and 'Yes' buttons. At the bottom right, there are 'Clear' and 'Confirm' buttons.

When 'confirm' is clicked, the confirmation dialog will appear and prompt the user to confirm whether they have checked all the necessary admin tasks.

If the user clicks yes, then another pop up will appear asking them if they wish to proceed with sending the personalised email invites (11).

If the user clicks no, then they are taken back to the screen where they can edit the completed admin tasks.

Monash Milestone Scheduling System

Home Logout

Finalise meeting Manage processes Send final invitations

Manage admin processes

Student and meeting details

Student ID	First Name	Last Name	Scheduled date
1234567	James	Bond	1/01/2022

Location of meeting: G16 Woodside building

Admin tasks:

- ☒ Tech support
- ☒ Catering
- ☒ Stationery
- ☒ Confirm meeting location

Confirmation

Do you want to edit and send the final meeting invitations?

No Yes

Clear Confirm

The user clicked yes on the previous screen, and are now prompted whether or not they want to edit and send the final meeting invitations to all those who will attend the meeting. If they click yes, it will take them to the 'Finalise meeting information' screen where they can edit and send the meeting invitations.

Send meeting invitation to all attendees (Admin)

Monash Milestone Scheduling System

Home Logout

Finalise meeting Manage processes Send final invitations

Send final meeting invitations

Personalised email invitation goes here

Choose a participant

- Peter Huynh
- Katherine Ma
- Elon Musk
- Adam Smith
- John Citizen
- Jessica Citizen

Task checklist

- ☐ Send personalised emails
- ☐ Inform attendee's their role
- ☐ Additional tasks

Send email

Clear Next

Once all of the meeting date/attendees and the additional meeting processes have been finalised in the previous section, the admin must send a personalised email to the attendees, to let them know of their role and any additional information/tasks that they have. The admin also has a checklist that they can refer to in aiding the process.

Monash Milestone Scheduling System

Home Logout

Finalise meeting Manage processes Send final invitations

Send final meeting invitations

Personalised email invitation goes here

Choose a participant

- Peter Huynh
- Katherine Ma
- Elon Musk
- Adam Smith
- John Citizen
- Jessica Citizen

Confirmation

Please confirm that you want to send an email to User's first and last name here

No Confirm

Task checklist

- ☐ Send personalised emails
- ☐ Inform attendee's their role
- ☐ Additional tasks

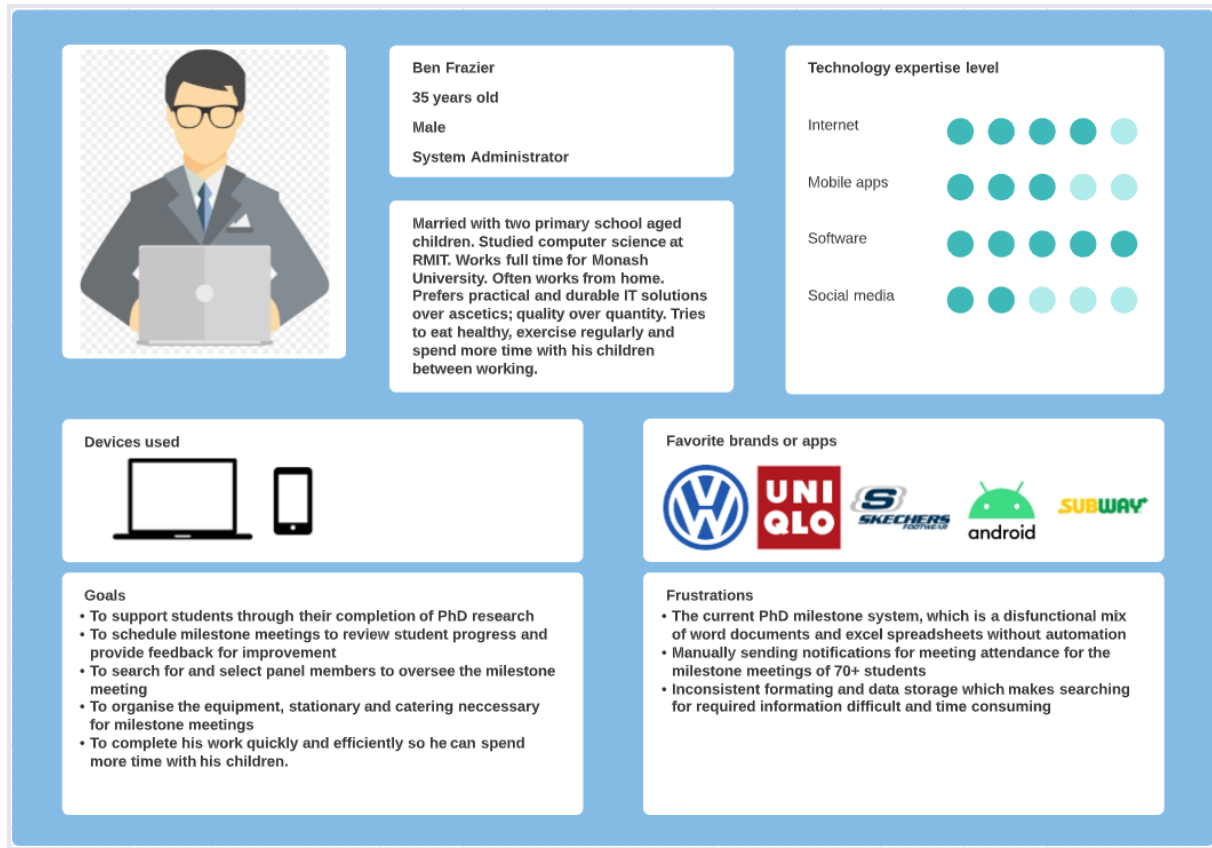
Send email

Clear Next

Confirmation screen notifying the user that they are about to send an email to the specified attendee.

Persona and research plan

Graduate team admin persona



Research plan for developing the persona

The primary user of the milestone scheduling system is the MADA graduate research team's admin staff including our client Charli. Since the user group is quite small and have specialised needs, the most effective means of researching for this user group persona is through either a one-on-one interview with Charli or a group interview with the entire admin team. An interview would allow researchers to collect detailed qualitative information regarding user experience. This would include details such as frustrations with the current system, goals regarding the new system, as well as questions about demographics, interests and personality. Asking about frustrations would give developers an idea of what to avoid in the new system, whilst goals provide a direction for user design knowing how the user wants the end product to operate. The main benefit of choosing an interview over a survey is that it allows open ended responses from the subject and enables follow up questions from the interviewer. The discussion would ideally be recorded either using a camera or by dedicating someone to write meeting minutes. When asking these questions, the focus should be on user interactions, rather than functionality, as this has already

been covered in previous interviews. Afterwards the interviewer may group the topics discussed into themes and use a summarised version of this information when creating the persona. Any missing information such as hobbies or personality type can be filled in by development staff as persona is meant as an archetypal representation of a fictional user rather than detailed description of a real person.