# Agenda

* Go over May schedule
* Go over May objectives
* Review IA document and Wireframes
* Review Playbook Concept
* List input needed from Ross in afternoon meeting:
  + Review and approve content for May

# MAY SCHEDULE

4 weeks / Three weeks



5/26 (Tuesday): demo HFE -- NOTE: 5/25 Memorial Day

* Demo of clickable prototype for Playbook based on ‘high fidelity’ static screens

5/28 (Thursday): demo to HFEs/CACs to get general impressions?

* Demo of clickable prototype for Playbook based on ‘high fidelity’ static screens

THREE Weeks of Work

# MAY OBJECTIVES

**Epic: UX guidance (PLAYBOOK) for VAMCs to develop and implement CRDTs – Teri/Janey/Eric/Naomi**

Measures:

- Define the 'Playbook' as a UX Guide content type   
- Finalize content included in the playbook (including key concepts, methods, terms, etc.)   
- Specify lead and lag impact measures   
- Demonstrate the UX guidance (as a playbook) to a group of local CACs

Notes:

Focus is on the role of the CAC; recognize other key roles in the CRDT development and implementation process

**Finalize content objects for publication in release 1 – Tom/Dan/Naomi**

Measures:

- UX Guide content types are defined – Methods, Resources (HE tool, Videos)  
- Content quality measures are specified  
- Interaction design objectives are specified   
- Demonstrate how content types achieve interaction design objectives

Notes:

The priority is on content supporting the May epic, but should include other low-effort content/methods.

Includes all content types (methods, key concepts, terms, etc.).  
Includes scripts for ONE video – Heuristic Evaluation.

Methods – Dan

Finalize properties of methods.

**Finalize site pages needed for release 1 – Tom/Michael/Naomi**

Measures:

- Pages are ready for publication   
- Content quality measures are specified  
- Global navigation is specified   
- Pages are included in the demonstration to CACs (for May's Epic)

- Resources page

Notes:

Includes   
- UX Guide home page – Tom/Michael  
- UX Process overview page and subpages – Tom/Dan  
- other pages needed for release 1

**Management of UXG Content Development (Blake, Stephanie, Ross) team – Teri/Janey/David**

Measures:

- Members of the content development team communicate high satisfaction with BAC support  
- Explanation of how the content development team is contributing to the publication of UX Guide content (and how BAC supports the team)

**Discovery: how the UX Guide can support the VHA's HCD Workgroup – Teri/Prithima**

Notes:

Conduct a ‘gap’ analysis between existing resources at the VA and the HFE guidance on HCD.

Goal, to have the UXG recognized as the place for them to share their materials.

Mechanism to incorporate their content.

They have good materials, design thinking, eg.

Context specific tailoring of information that leverages content from others.

Clarity on those organizations

1. VACI renamed
2. Veterans Experience Office,
3. OI&T
4. HFE
5. Patient Safety?

Need VA access, GitHub sites to disseminate information – their plan to disseminate information, and that HFE should too

Ross has provided GitHub

Need access to sharepoints for each to the workgroup member organization.

Go over May timeline

4 weeks

Demo of clickable prototype for Playbook based on static screens.

Review Playbook Concept

List input needed from Ross in afternoon

# Playbook Epic ACTIVITIES Timeline

Week May 4 –

* Monday/Tuesday - Finalize the identification of the content pieces (i.e., are the methods listed in the initial wireframe the agreed methods) –
* Tuesday - gap analysis about what is written and what needs to be written (i.e., Heuristic is written, Value statement needs to be written),
  + Make assignments for Methods content that needs to be written (thru Michael review) by Friday May 8.
  + In addition to Methods (and Process see below), there is related content
    - Clinical Reminder Dialog Template Pattern Library (we will want to prototype an electronic version of this – need to include Kas at least for awareness/approval).
    - Heuristic Evaluation created – the HE itself, a sample report?
* Tuesday – Prioritize completed content that need to be approved by Ross.
  + Provide Ross any Methods content for approval the completed Methods.
    - We assume few, if any edits on previous HF Methods. If there are completed Methods needed for the playbook that were not from the previous HF Methods give that to Ross first to allow for iteration (if needed).
    - All content we need in playbook submitted to Ross by Tuesday May 12.
    - All Methods should be Ross approved; ready for playbook on May 13.
  + Provide Ross any Process pages that are ready for his review. During the week of May 4.
* Tuesday – Focus on Process pages to a BAC person/people to be authored. - DAN
  + This content should be written (thru Michael review) by Friday May 8.
  + Process pages need to go to Ross for approval. All Process pages should be Ross approved; ready for playbook on May 13
* Tuesday – need to share Playbook wireframes with Naomi and Eric (2-4pm meeting)
* Finalize Playbook IA and design via daily team iterations.
  + Eric is the interaction designer.
    - Define interactions between the content on the Methods pages and contained in the Playbook (i.e., user is in the playbook à clicks to ready about heuristic à how does the user get back to the playbook in the context they left?
    - Eric to collaborate with Naomi as reviewer – can help with identifying all the related content, tools, artifacts. And “internal” IA implications.
    - Eric to explore how we could ‘export’ the Playbook into a PDF through Wordpress. A standalone document of some sort that a CAC could print if needed.]
  + Naomi – can help with identifying all the related content, tools, artifacts. And “internal” IA.

* Friday May 8 we have the start of a prototype – shooting for 3 days of development for first prototype to try to get user feedback.
* Friday May 8 Test Plan (including usability goals and associated metrics) ready to go to Stephanie for approval.
  + What makes a successful playbook? And how do we evaluate it?

Week May 11 –

* Prototype creation priority (Eric). I anticipate iteration with Teri and Naomi.
  + Incorporate ‘text’ from approved methods and process into screen designs.
* May 11 approved Test Plan (will need to include Stephanie in the Test Plan – minimally approval).
* May 13 – 15 participants (means recruiting begins first thing week of May 4?) risk is if the prototype falls behind. –

Week May 18

* Monday communicate findings to Eric for prototype.
* Tuesday - Thursday May 19-21 update prototype (at least the golden path) for clickthrough demo
* Friday is Friday of Memorial Day weekend – who is taking the day off?

Week May 25 (May 25 is Memorial Day)

* Anticipate / expect all team members to take Monday off.
* produce ‘final mockups’ for each screen in the Playbook,
* demo on 5/26 to HFE
* A demo to CACs on 5/28 – What CACs
* Overview demo to Kurt on Friday.

**Wordpress Activities**

* **Preparing for June development**
* **Where will the UXG be hosted when ‘released’?**