

INSTRUMENT

Interactive IV - Fall 2018



Haley King, Dhensel Dorji, Alex Kim

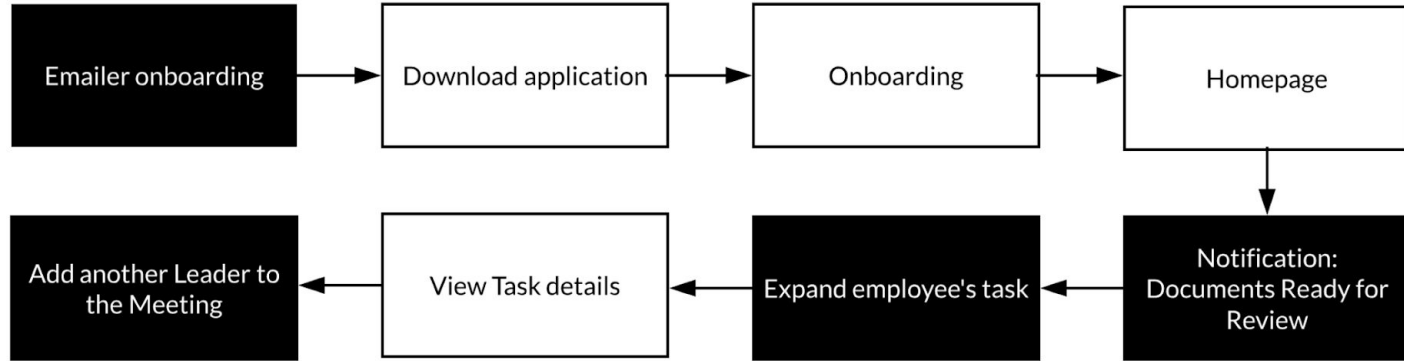
Leaders need to be able to manage themselves and the people they are responsible for. A good leader is able to keep their teams on track and provide them with the tools necessary for success.

Collaboration is key. Leaders need to be able to communicate with other leaders to give feedback and be connected to their employees to help them when needed and be sure that everyone is on the same page.

Leadership at Instrument needs an application to help hold their bi-yearly performance reviews.

The current process uses several platforms, including paper, and it is difficult to stay on schedule, arrange documents, and work with other leadership.

Allow leadership to oversee and complete performance reviews in a collaborative, organized, and simple to use environment.



Communication

Providing messaging and commenting for employees to communicate in one place

Time Allocation

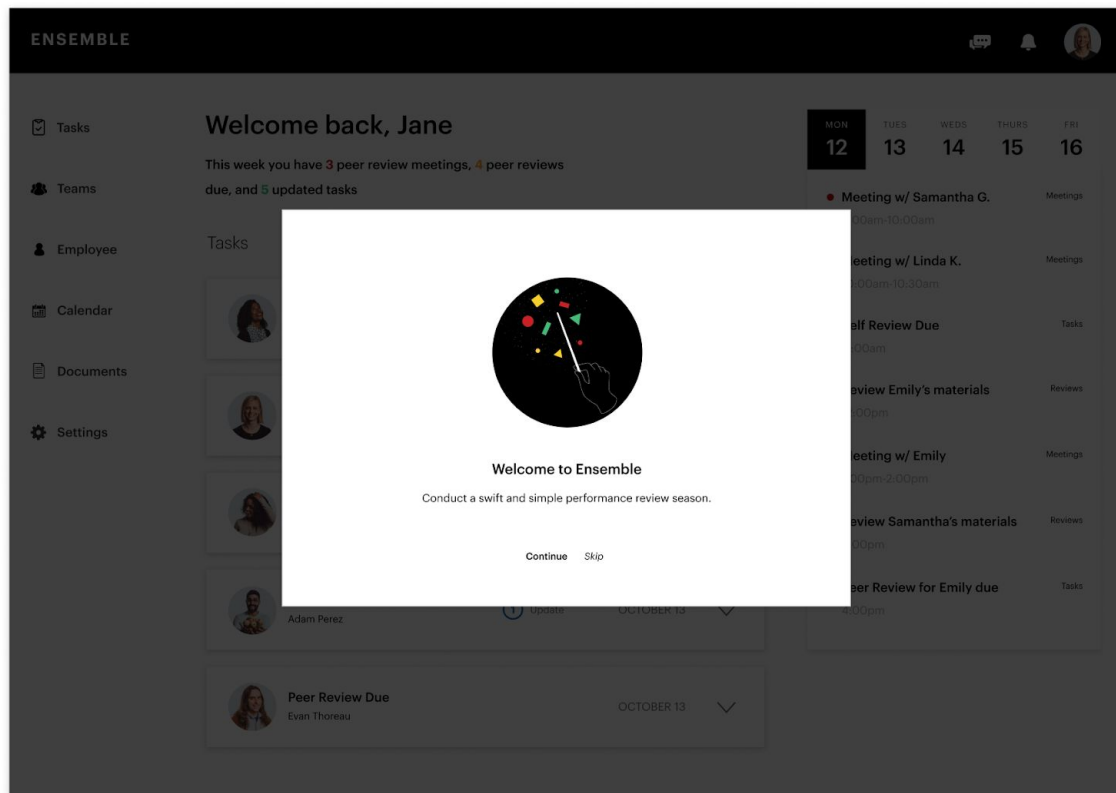
Being presented with your schedule in a way that helps you stay on top of task

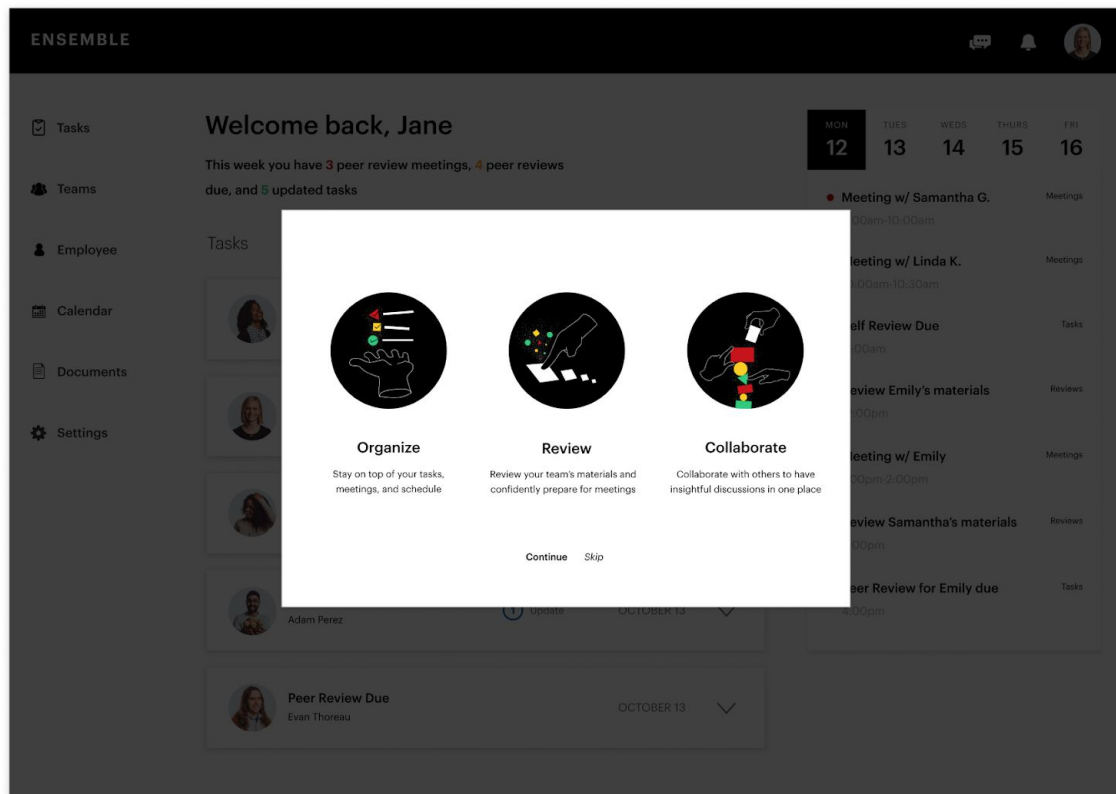
Organization

Filter through information based on priority, time due, employees involved, etc.

Streamlining

All key features and functions needed for holding reviews are within one application





1 Side navigation

2 Greeting and Task summary

3 Tasks

4 Schedule

5 Top navigation

The screenshot shows the ENSEMBLE home page. At the top is a black header with the word "ENSEMBLE" in white. On the right of the header are icons for chat, notifications (with a red badge), and a user profile. A circular badge with the number "5" is on the far right. On the left is a side navigation menu with icons and labels: "Tasks" (with a badge "1"), "Teams", "Employee", "Calendar", "Documents", and "Settings". The main content area starts with a greeting "Welcome back, Jane" (with a badge "2") and a summary: "This week you have 3 peer review meetings, 4 peer reviews due, and 5 updated tasks". Below this is a "Tasks" section (with a badge "3") featuring a list of tasks with user avatars, titles, update counts in blue circles, and due dates. A "Filter" dropdown is to the right. On the right side is a calendar widget (with a badge "4") showing a week view from Monday the 12th to Friday the 16th. The calendar cells contain event cards with colored dots, titles, times, and categories.

ENSEMBLE

1 Tasks

2 Welcome back, Jane

This week you have 3 peer review meetings, 4 peer reviews due, and 5 updated tasks

3 Tasks

Filter ▾

4

MON 12 TUES 13 WEDS 14 THURS 15 FRI 16

- Meeting w/ Samantha G. Meetings
8:00am-10:00am
- Meeting w/ Linda K. Meetings
10:00am-10:30am
- Self Review Due Tasks
11:00am
- Review Emily's materials Reviews
12:00pm
- Meeting w/ Emily Meetings
1:00pm-2:00pm
- Review Samantha's materials Reviews
3:00pm
- Peer Review for Emily due Tasks
4:00pm

Peer Review Due
Samantha Greene 2 Updates OCTOBER 12 ▾

Self Review Due
Jane McAlister 3 Updates OCTOBER 12 ▾

Review Materials
Emily James OCTOBER 12 ▾

Review Materials
Adam Perez 1 Update OCTOBER 13 ▾

Peer Review Due
Evan Thoreau OCTOBER 13 ▾

- 1 Task summary
- 2 Task calendar
- 3 Top bar functions

Welcome back, Jane

This week you have **3** peer review meetings, **4** peer reviews due, and **5** updated tasks

Tasks Filter ▾

1 This is your task summary

Click the numbers to view the tasks in that category

continue

2 This is your task calendar

Here, you can check your daily tasks and what time each are due.

continue

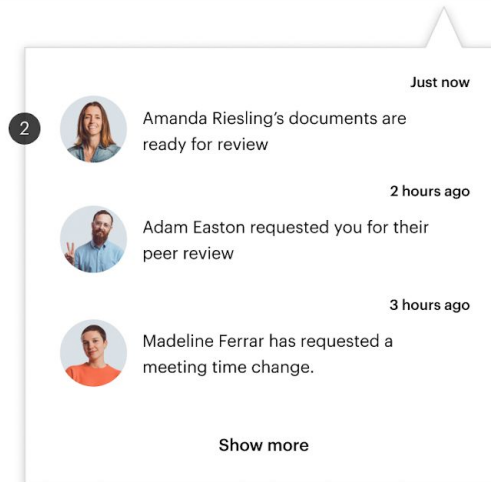
3 This is the notification bell and pager.

With these you will always be updated with new task updates and messages.

continue


1 Messages, Notifications, and Profile

2 Notifications expanded



- 1 Employee, Task name, Due date
- 2 Related documents
- 3 Comment section
- 4 Associated teammates

1

**Peer Review Due**
Samantha Greene


OCTOBER 12

^


2

Documents


Show more



Peer Review •
Kevin Hogan
Updated 10.12.18




Self Review
Samantha Greene
Updated 10.10.18



Peer Review
Peter Johnson
Updated 10.11.18

3


Comments



Linda Kim - 2 hours ago


I would be happy to enter this peer review meeting! I worked with Samantha for 6 months of the Schwartz project and know her well now.

View 2 replies



Mickey Lee - 2 hours ago


I have a doctor's appointment on the day of the review meeting, but I will write my thoughts down in a formal peer review.




add comment...

4


Teammates




Linda Kim




Michael Varu



Darius Bailey



Mickey Lee



Add Teammate

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ADD EMPLOYEE TO TASK


- 1 Search employees
- 2 Search results
- 3 Optional message
- 4 Add employee

1

Ad

×


2



Paul Addison
UX Designer


4

✓




Adley Bryant
Marketing Specialist

+



Aditi Khazanchi
Senior Developer

+





Bob Ryans

+

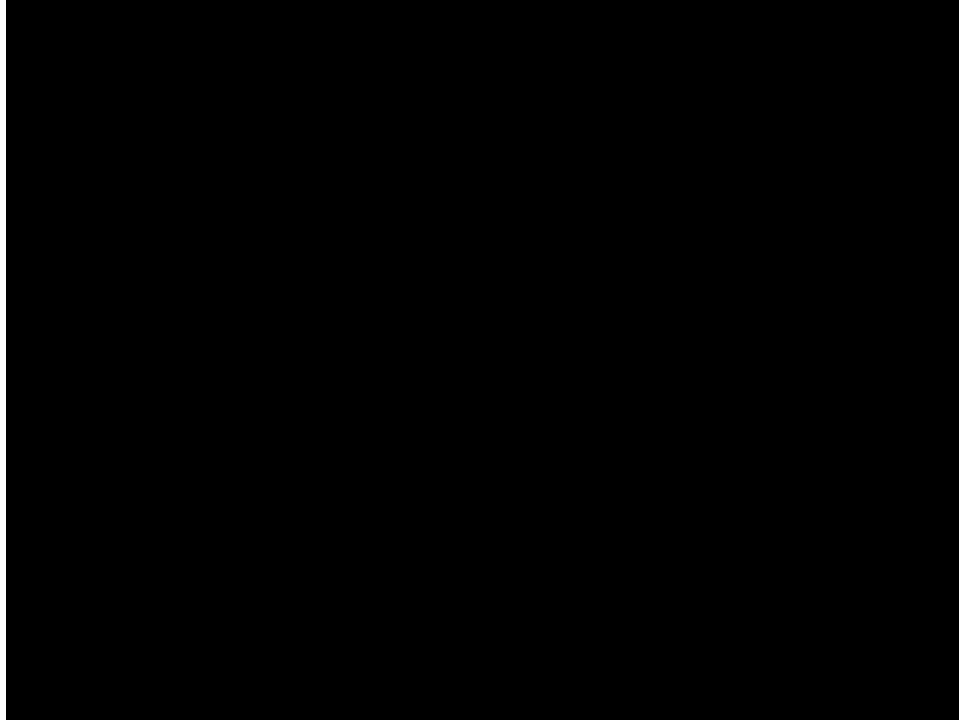
3

Optional Message

Hey everyone! Since you worked with Sean on the last project, I think you all can provide important insight to his meeting.



Send



ENSEMBLE

Conduct a simple and swift
performance review season

Get Started



Organize

Stay on top of your tasks, meetings
and schedule with easy organization.

Review

Review your teams materials
and confidentially prepare for meetings.



Review

Review your teams materials
and confidentially prepare for meetings.



Collaborate

Collaborate with others to have
insightful discussions in one place.

ENSEMBLE

[Learn More](#)



Keeping on track

Be able to know ahead of time when tasks are due and when meetings are being held.

Easy and insightful collaboration

Encourage meaningful discussion amongst teams to create the most elaborate and helpful peer review process possible.

Everything organized in one place

Organize documents and tasks in one space, so that editing and commenting is simple and streamlined.

THANK YOU

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