ENSE 374, Milestone 3

[Boiled Frogs]

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Content strategy

- Content strategy has 6 main headings: Education & training, Research, Policies, Forms, Other Services and Communication & events.

- No new content taken off the public site.

Content Strategy

- One of our main focuses was to find a way to group similar content and reduce the amount of duplicate files being created.

- Another focus of ours was to provide a place to keep record of older content without mixing it with the current content, so we developed archive folders to fill this purpose.

Content strategy

- In terms of security, we found it difficult to restrict content that we don't have access to and without knowing the different levels of access that the faculty currently has. Therefore we let this remain a question for the faculty to answer.

- We tried to keep our folder structure restricted to a maximum depth of four to try and reduce confusion and keep finding content as easy as possible for the faculty.

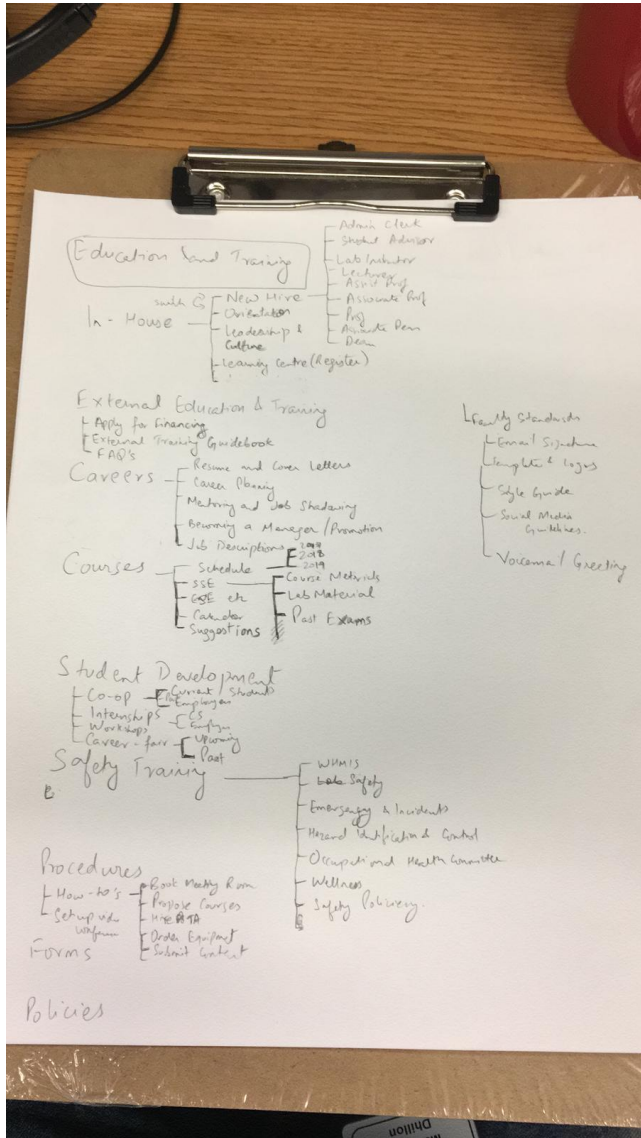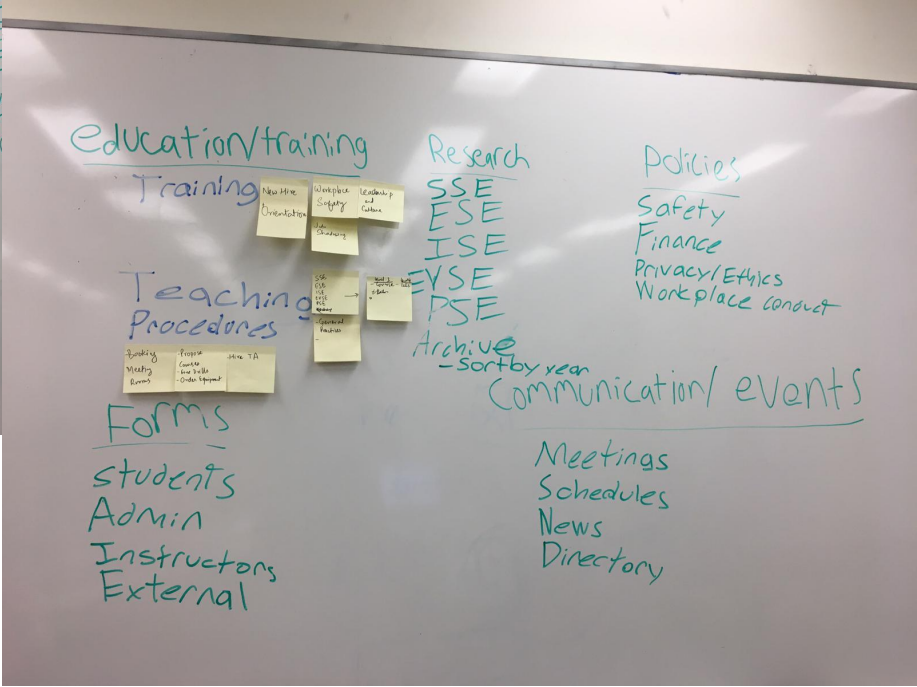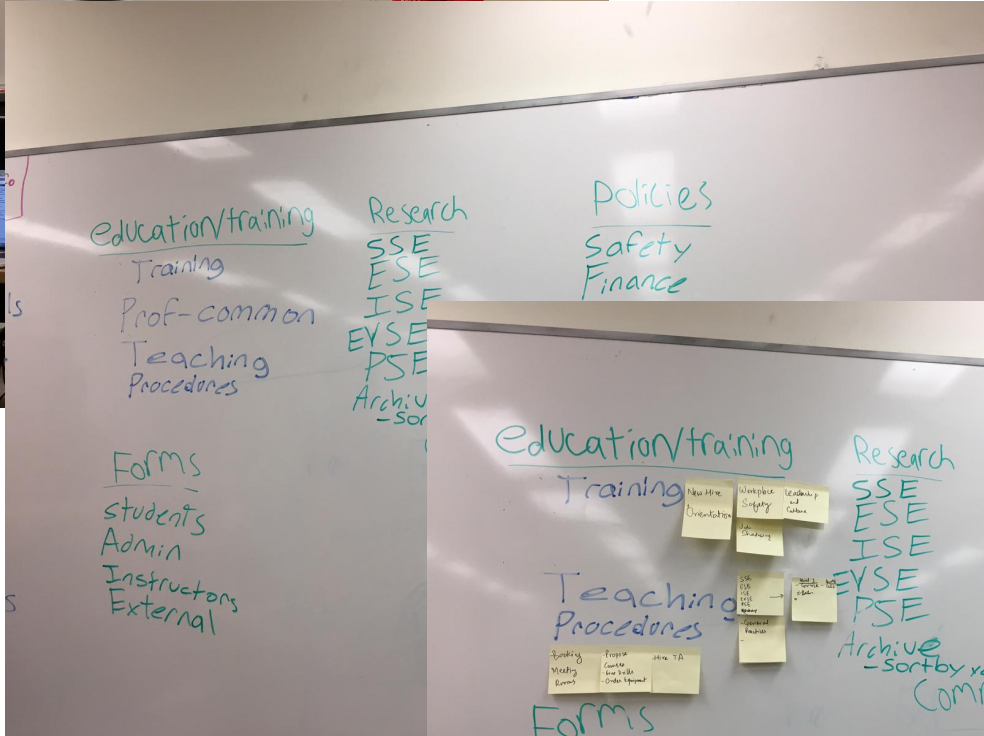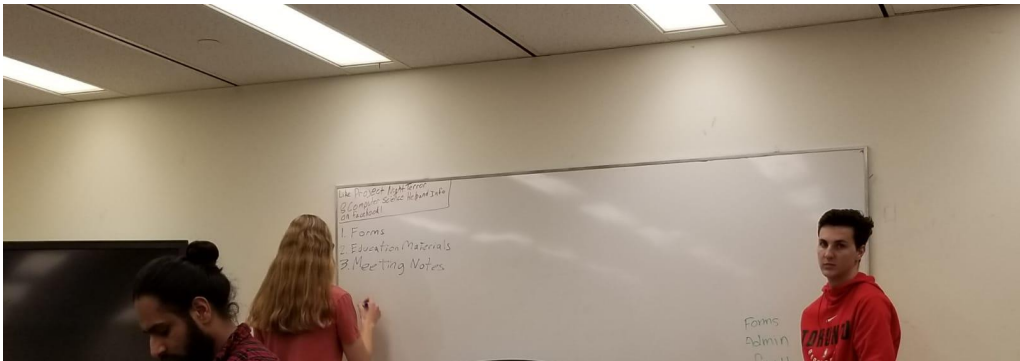| University Of Regina Faculty of Engineering Intranet webpage |

Education & Training

Research

Policies

Forms

Services

Communication & Events

Primary Level

education/training
Training
Prof-common
Teaching
Procedures

Research
SSE
ESE
ISE
EVSE
PSE
Archive
— sort

Policies
Safety
Finance

Forms
students
Admin
Instructors
External

education/training
Training   New Hire   Workplace   Leadership
            Orientation Safety   and Culture
            Job Shadowing

Teaching
Procedures

Forms
students
Admin
Instructors
External

Research
SSE
ESE
ISE
EVSE
PSE
Archive
— sort by year

Policies
Safety
Finance
Privacy/Ethics
Workplace conduct

Communication/ events
Meetings
Schedules
News
Directory

Education and Training
In-House — with Q — New Hire
                     Orientation
                     Leadership &
                     Culture
                     Learning Centre (Register)

                     Admin Clerk
                     Student Advisor
                     Lab Instructor
                     Teaching
                     Assistant
                     Associate Prof
                     Prof
                     Associate Dean
                     Dean

External Education & Training
— Apply for Financing
— External Training Guidebook
— FAQ's

Careers —— Resume and Cover Letters
          Career Planning
          Mentoring and Job Shadowing
          Becoming a Manager/Promotion
          Job Descriptions

Courses —— Schedule —— 2018
                       2019
           SSE   Course Materials
           ESE etc   Lab Material
           Calendar   Past Exams
           Suggestions

          Faculty Standards
          Email Signature
          Letterhead Logos
          Style Guide
          Social Media
          Guidelines

          Voicemail Greeting

Student Development
— Co-op —— Employer
           Current Students
— Internships —— ESS
— Workshops —— Employer
— Career-fair —— Upcoming
                 Past

Safety Training
                 —— WHMIS
                    Lab Safety
                    Emergency & Incidents
                    Hazard Identification & Control
                    Occupational Health Committee
                    Wellness
                    Safety Policies

Procedures
— How-to's —— Book Meeting Room
— Set up info Propose Courses
  Uniform   Hire a TA
               Order Equipment
               Submit Content

Forms

Policies

Education & Training

Level 2

- In-house
- External Training
- Careers
- Courses

Level 3

In-house
- New Hire
- Orientation
- Leadership and Culture
- Learning Centre (Register)

External Training
- Apply for financing
- External Training Guidebook
- FAQ's

Careers
- Resume and Cover Letters
- Career Planning
- Mentoring and Job Shadowing
- Becoming a Manager
- Job Descriptions

Courses
- Schedule
- Programs (Alphabetically)
- Calendar
- Suggestions

Level 4

New Hire
- By Position (Student Advisor, Lab Instructor, etc)

Schedule / Programs
- By Year
- Course Material (By Courses Alphabetically)
- Lab Material (By Courses Alphabetically)
- Past Exams

Education & Training

Level 2

- Student Development
- Safety Training
- Procedures
- Policies
- Forms

Level 3

- Co-op
- Internships
- Career Fair
- Workshops

- WHMIS
- Emergency & Incidents
- Hazard Identification & Control
- Workplace Wellness
- Safety Policies

- How-to's

[continue to: Educational Policies]

[continue to: Educational Forms]

Level 4

- Current Students
- Employers
- Upcoming (By Date Ascending)
- Past (By Date Descending)

- Sorted Alphabetically

Policies

Level 2
- Safety
- Workplace Conduct
- Academics
- Privacy & Ethics
- Information Security
- Purchasing & Finance
- Education and Training
- Research
- Collaboration

Level 3
- Sorted Alphabetically
- Internal
- External

Level 4
- Sorted Alphabetically
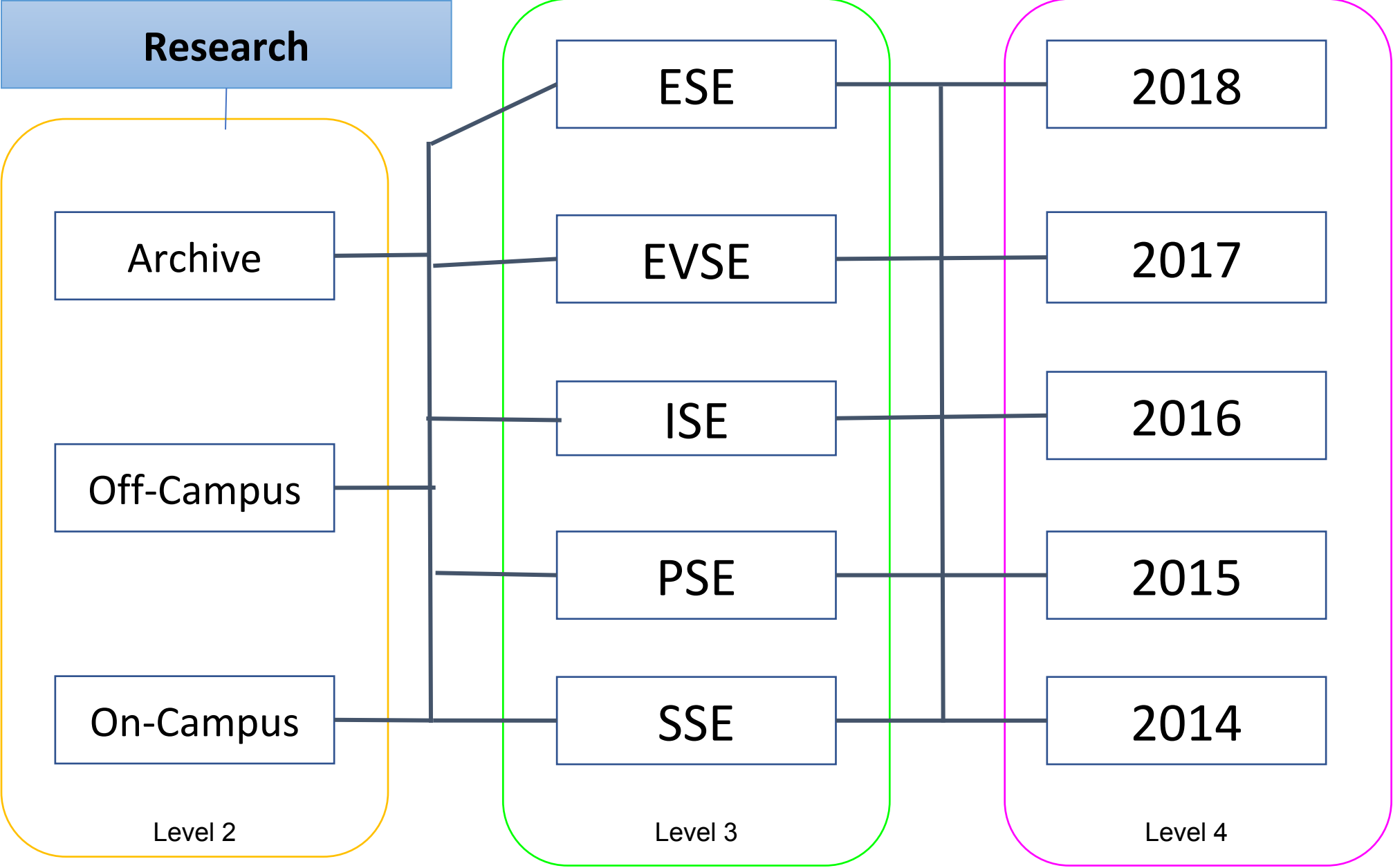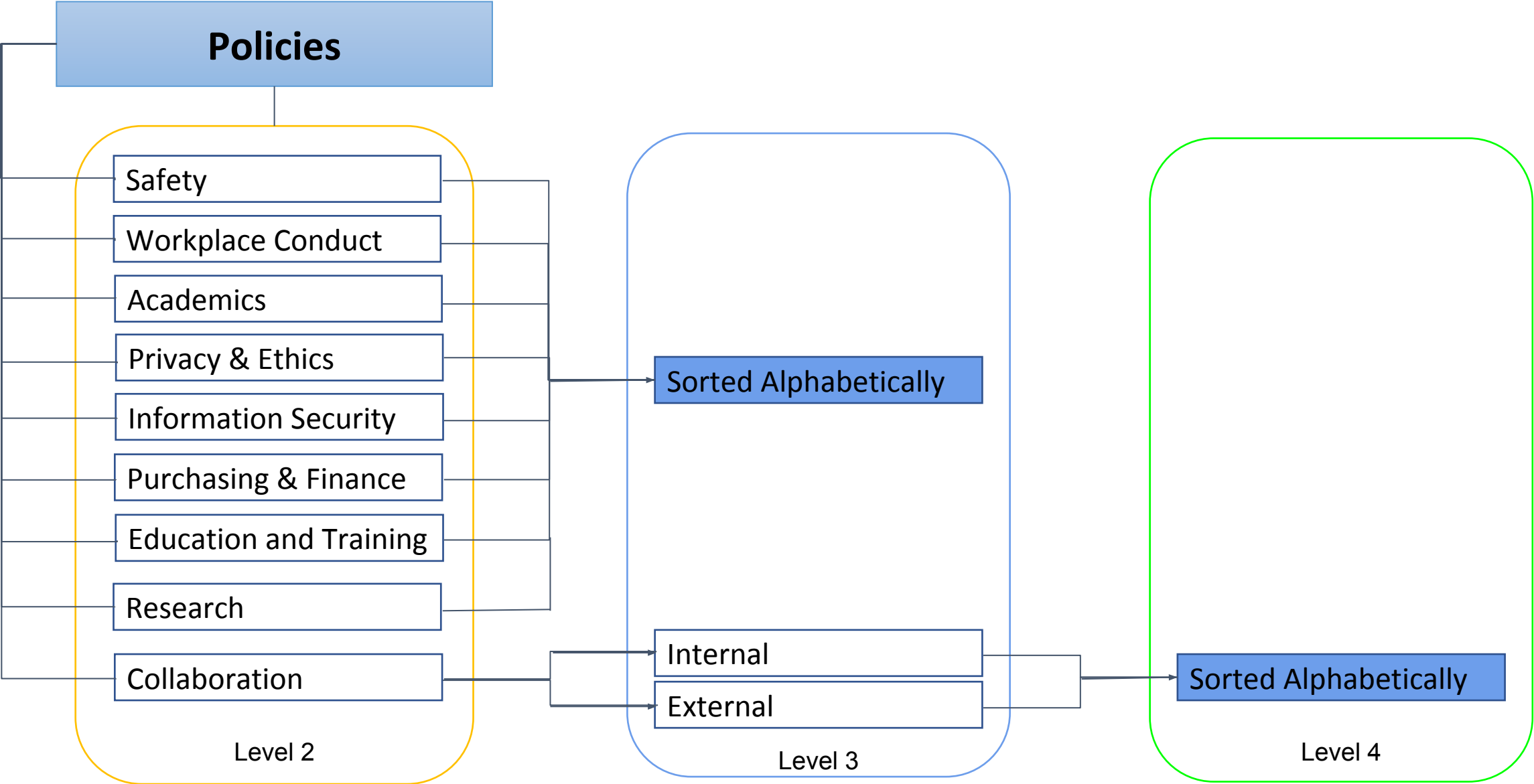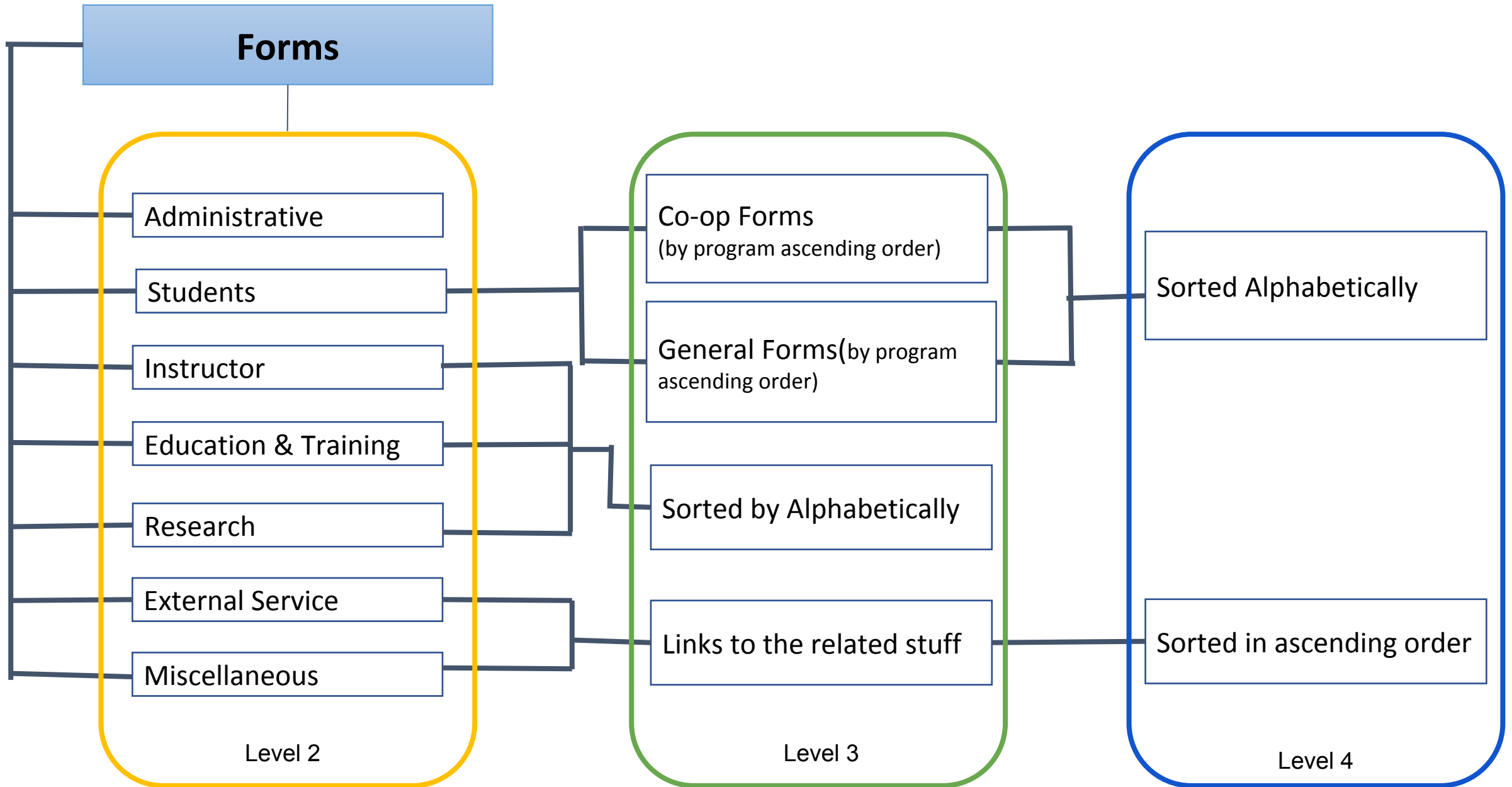
Communication & Events

Committee → By committee names → Current info Roles/Responsibilities/members

Directory (Alphabetically)

Upcoming initiatives

Past members (by time descending order)

Meetings → By committee names → Minutes By time descending order

News → Current stories (by date published in descending order)

Schedule (Current Semester)

Archives by year

Events → Upcoming Events

Past Events

Other Services

- Online Email
- U of R Intranet
- Conferencing
  - Web Conference
  - Set Up Video Conference
  - Teleconferencing Services
- Help Desk
- Corporate Mail
- Filr
- External
  - U of S
  - APEGS
  - IEEE
  - Saskatchewan Polytechnic

Group reflection

- How did you feel about this milestone? What did you like about it? What did you dislike?
  - We liked designing and thinking through the content strategy as a team and sharing our inputs to come up with the best solution. We disliked not having actual content to sort, made it very vague and difficult to think of what the faculty already has and what they don't.

- What did you learn about yourself as you collaborated and worked through this milestone?
  - We learned that it is a lot more difficult than it looks to solve a problem like this and we also learned that everyone has their own ideas and putting them together makes for better solutions.

Group Reflection

- How will you use what you have learned going forward?
  - We will continue to work together as a team and try out the different ideas everyone provides to solve the problem most efficiently.
- What "stuff & things" related to this milestone would you want help with?
  - Access to "dummy" folders for intranet site for easier identification of faculty needs and strengths.