

Team Name: Pico

Group Members: Kapil Haresh Vigneswaren, Dylan Fong, Suchali Tripathi, Xiao Chuan Yu

29 July 2016

Phase 3 Writeup

Introducing our subjects.

Imprint is the student run newspaper for the University of Waterloo. Being the only newspaper for the university, they cover a large number of events and happenings both in the university as well as in the Kitchener-Waterloo area. We decided to speak to the executive editor as well as the managing editors and writers at Imprint to learn about the operations in the organisations and the issues that they are currently facing.

How it works?

In the case of Imprint, there are three main phases in the writing process. The first step is the process of receiving press releases and identifying noteworthy events that are happening. In reference to the flow model, the marketing divisions of various companies would issue press releases for events that are currently happening or about to happen in the area and send them out (most, if not all) via email to the executive editor of Imprint. From there, the executive editor would then pool up all the press releases to check if they are newsworthy, and when they should be released, before adding it into the story list. Another way a story could be added to the story list is through a suggestion during the story list meeting. The idea is if someone has something noteworthy that is happening during the week (as the story list meeting runs on a weekly basis), they would bring it up in the meeting and it would be added if the topic is suitable for the week, however this isn't as common as the press releases. The sequence model shows a more detailed version of this activity.

All the titles and press releases are collated in the story list which right now is being stored in the form of a Google Spreadsheet. There are a number of usability issues with the Google Spreadsheet, especially because it is not user friendly and is very tedious to edit, as noted in the flow diagram. The artefact model shows a clear picture on the usability issues of the Google Spreadsheet.

Once complete, the story list is released out and the writers would bid for the articles. It is a first come, first serve basis of allocation, but the allocation can be overridden by the editors in some cases, i.e. when there is a new writer, they aren't allowed to do a feature article without supervision or assistance from a more senior writer. In reference to the sequence model, the bidding process starts when a writer accesses the Google Spreadsheet containing the story list and views the angles and additional information made available for the particular title, and if they are interested in that topic, they would inform the editor that they'd like to bid for the article. In some cases, if an article doesn't have anyone allocated

to it, the editor would have to try to find someone to write it based on the writer's availability. Once the writer has been successfully allocated to a particular article, the writers will then prepare the article and send it back to the editor for the editor to verify. As noted in the flow model, there's a two way communication, between the editors and the writers, through email, which was identified as an issue (and will be elaborated later on).

In terms of influences, it can be seen that the event timelines and the PR and Marketing divisions issuing the press releases are the main starting points in the influences, as they apply pressure on the editors to choose what goes into the paper. The timeline of events make the editors ensure there's a writer who can write for the event, while the writers also apply pressure on the editors by expressing their personal interests on the articles they'd like to write about (i.e. a writer may express interest stating that they'd want to only do articles on sports and news for example, which would require the editors to take that into account during the title distribution). In the case that an article is destined for the print version of the paper, the printing schedule also exerts pressure on the editors to ensure the articles are done before the paper goes to print.

Challenges and Problems.

The following problems were identified:

- **Google Spreadsheet for data management**
 - List layout of articles obstructed by banner
 - Information is presented in a rather confusing way to the users
 - Unable to easily sort titles, or search the spreadsheet
 - It can be time consuming to setup the spreadsheet every week as a new sheet is generated for every week and titles that haven't been completed have to be ensured that they are being brought forward to the following week
 - Tagging the articles isn't really possible with the use of Google Spreadsheet, they are currently depending on manually separating the titles by their main category i.e. news, sports, science & technology and arts & culture.
- **Communication challenges - high dependence on email**
 - Unable to see progress of article for a title
 - Scheduling can be difficult as it is tough to check with the writers on their availability for the week
 - Communication via email can be tough when dealing with multiple writers at one time, which is usually the case
 - Less successful than in-person communication
 - No way to inform a writer about changes that have been made to the angle/scope of a particular title or any changes to the deadline for an article that has been assigned to that writer
- **Editing issues**
 - Articles are printed and edited physically, which is quite troublesome
 - When errors are found and corrections need to be made, it can be pretty tedious to get it done.

Breakdowns.

The following are the breakdowns we are trying to address with our system:

- **Google Spreadsheet for data management**
 - List layout of articles obstructed by banner
 - Information is presented in a rather confusing way to the users
 - Unable to easily sort titles, or search the spreadsheet
 - It can be time consuming to setup the spreadsheet every week as a new sheet is generated for every week and titles that haven't been completed have to be ensured that they are being brought forward to the following week
- **Communication challenges - high dependence on email**
 - Unable to see progress of article for a title
 - Scheduling can be difficult as it is tough to check with the writers on their availability for the week
 - Less successful than in-person communication
 - No way to inform a writer about changes that have been made to the angle/scope of a particular title or any changes to the deadline for an article that has been assigned to that writer

Vision.

When building the vision for this project, we designed it around 3 main constructs, namely what currently works, what does not work well right now, and measures we could use to judge how well our improvements have been able to improve the work process at Imprint.

A. What currently works

- Concept of a centralised document to manage title assignments work really well right now.
- Communication between Imprint and 3rd party entities is pretty good as well.
- Bidding procedure for articles by writers is very fair and established.

B. What doesn't work well right now

- Execution of this centralised document needs to be completely reengineered. The use of a Google Docs Spreadsheet is very cumbersome and doesn't scale well over time.
- Updating assigned writers with changes made to a particular assignment that they are working on is also another issue, mainly because a writer will have to scroll through the whole list in order to be able to see his assignments and see if there were any changes made.

C. How should we quantify success?

- Measure and compare the time to setup and input data for every weekly title meeting in the existing spreadsheet against the newly developed system. It currently takes a long

time to setup and input data in every weekly title meeting as a fresh sheet is made every week and things in the backlog have to be transferred over.

- Obtain user feedback in terms of desirability of the newly developed system, and compare it against the desirability of the spreadsheet
- Measure and compare the time before a writer is aware of changes that have been made in a particular article assigned to them - compare the time taken before the user is aware in the case of the existing email and spreadsheet system, against the newly developed system. Right now, there is a large gap before a writer is aware of a change in most instances.

New way of working.

As mentioned, the existing workflow at Imprint seems to be working quite well, so we would be reusing that while making small changes to adapt the workflow for our system. Maintaining the existing workflow is a good thing, since this will allow for a smoother transition when the system is put into operation at Imprint, especially since we know the current workflow is effective.

The first phase in the workflow (as documented in the HTA with step 1.0) would be to add titles to the title list. This is to be done by an editor. The editor would collate a list of suggested titles and review them before noting titles that have been approved. This part is not handled by the system we are developing. The editor would then record the approved titles into the system and send them out to the writers.

The next phase is the bid for articles (HTA step 2.0), this is done once the editors have released the title list and the writers would be the ones who would bid for the article. The writers would review the list of titles for the week in the system and select the titles that interest the writer. They would then submit their bid for those articles. A writer is allowed to bid for more than one article at any one time.

From there we would move to the confirmation of article assignment to writers (HTA step 3.0). This is done by the editor. The editors would review the bids for a particular article and confirm which writer would be working on that article.

The final step is the article submission (HTA step 4.0), where the writer would be submitting their article in once they are done with working on it. While working, the writer can check on the additional information fields in the title list of the title they are working on to see for any changes. Once the writer has prepared the article, the writer would submit the article to the online drive (a network shared drive that is currently being used) and mark the article as complete in the system, which would inform the editor that the article is complete and ready for review.

System Functionality.

We would start off in the main focus area, which is the title list, as noted by our UED. This actually would be the core of our system. The main purpose is for users to be able to pool together potential titles and build a centralised title list. This main focus area would link to two smaller focus areas and a number of functions that would allow a user to be able to reach the goal of building up the centralised title list.

From the main focus area, we would have two main functions, mainly the ability to add titles to the title list and update the details of a particular entry in the title list (noted as the

function numbered (1) and (2) in the UED). During the creation of titles, a user would have to enter the title of the article, details and angle of the article, word count and deadline of the article. These details can then be edited using the update title function, as well as the assigned writer. There is also the ability to release the title list for the week to the writers.

The first sub focus area that branches out from the main focus area is the bid for title, which allows writers to bid for titles they want to write on, and for editors to approve a particular bid for a title. This focus area leads us to function (3) and (4) in the UED, which are the submit bid function (that allows the user to select titles and bid for them) and the approve bid function (which allows the editor to allocate a writer who bid for a story, to write the article).

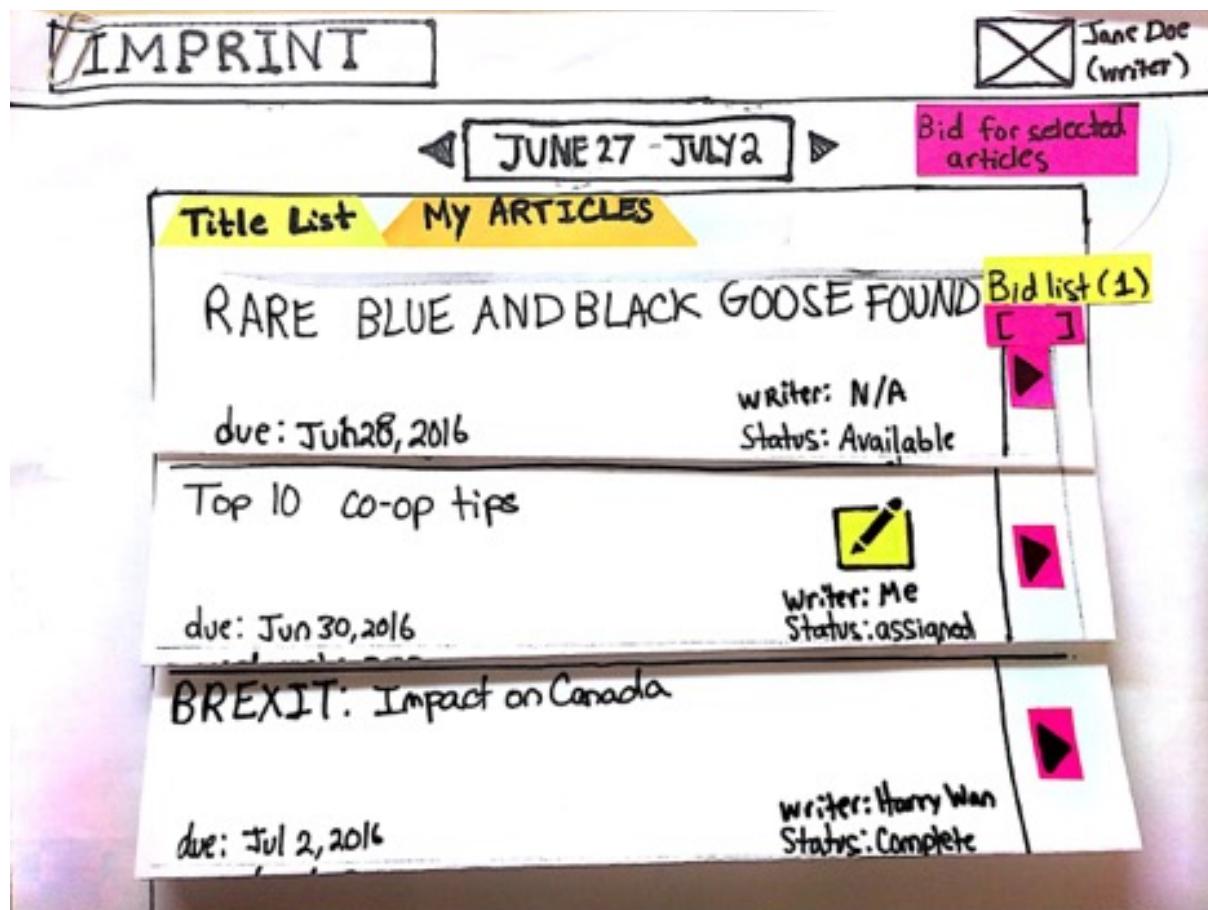
The second sub focus area would be the article submission focus area, as noted in our UED. This focus area, as the title suggests, allows the writer assigned to an article to update on the status of an article and mark it as complete - which would allow the editors to track the status of articles. This leads to function (5) in the UED which allows the user to mark the completion status of an article, where a user can toggle between incomplete, started and complete.

Initial prototype.

There are two types of users that we would have to handle in our application, namely a writer and an editor user type.

Writer View

The following shows the home screen for a writer.



Bidding:

Are you sure you want to bid for the selected articles?

Yes

Cancel

Any articles that are available will have a checkbox under the bid list button. Users select the articles they want to bid on and then click the bid for selected articles button. When placing a bid, a user would also have to confirm that they would want to really bid for the article to prevent accidental bids.

The bid list is also viewable, where writers can see who else bid on the article.

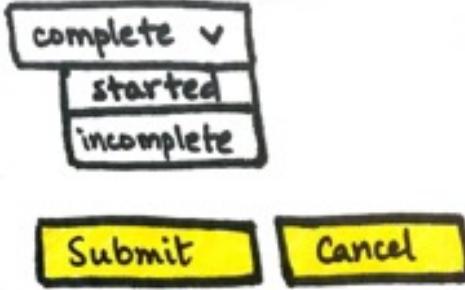
Bid list		X
Timestamp	Writer Name	
JUN 20, 2016 5:50pm	Peter Payne	

My Articles:

The "My Articles" tab provides the user a list of all articles they have been assigned to work on. An edit button is present for these articles, where the writer can update the status of the article to one of: complete, incomplete, in progress.

A hand-drawn sketch of a user interface section titled "IMPRINT". At the top right is a small icon of a person labeled "Jane Doe (writer)". Below the title is a date range "JUNE 27 - JULY 2" with navigation arrows on either side. A pink button labeled "Bid for selected articles" is positioned to the right. Below the date range, there are two tabs: "Title List" (yellow background) and "My ARTICLES" (orange background). The "My ARTICLES" tab is currently active. Underneath, there is a section for "Top 10 co-op tips" with a due date of "Jun 30, 2016". To the right of this information is a yellow pencil icon and a pink square icon. Below these icons, the text "writer: me" and "status: assigned" is written. A large, empty rectangular area is at the bottom of the sketch.

| Mark title as



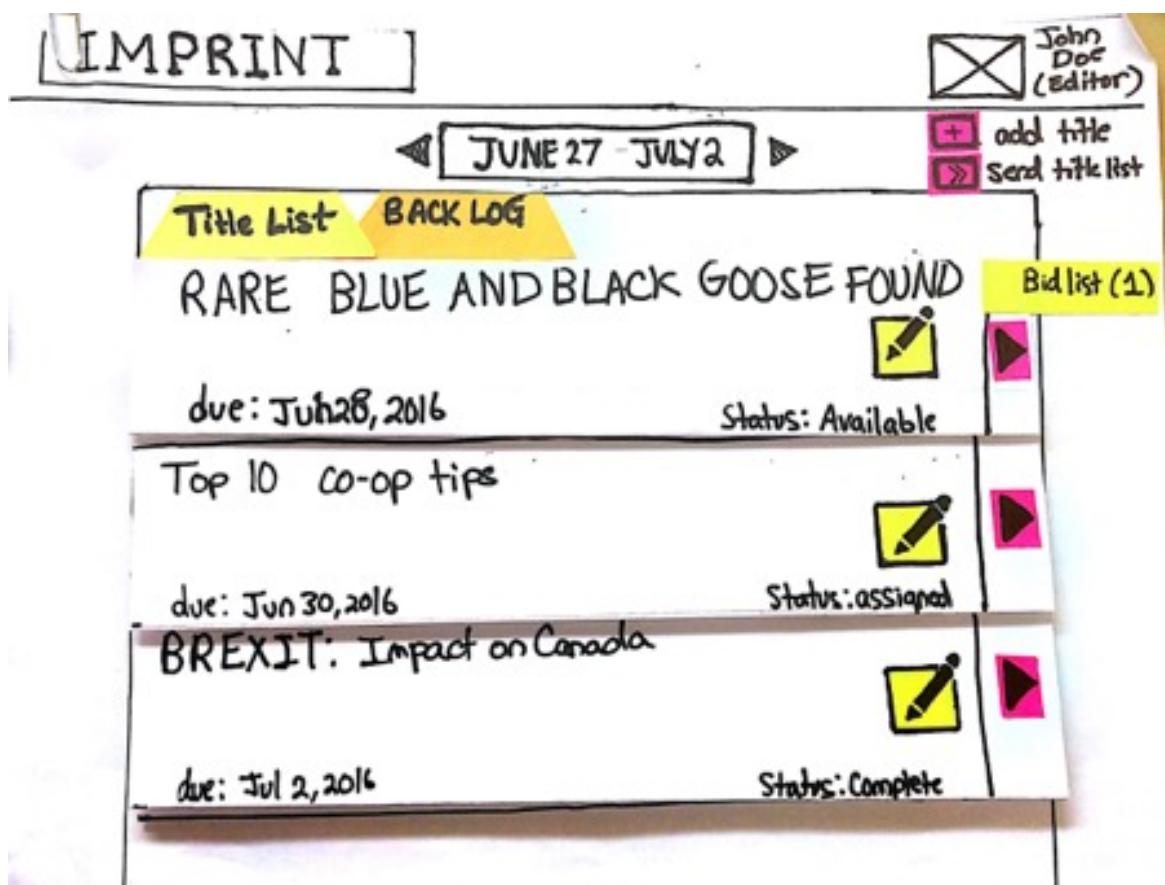
The idea is for the user to have a simple dropdown in order to change the status of an article. A toggle switch was considered, but we decided to use a drop down to toggle states of an article,

when we noticed there can be three possible states an article can be in, instead of just two states.

Editor View

As an editor, there are a number of different features that are available. We maintained a similar UI style in order to have some form of consistency. Also, this would be useful in terms of user training as in many cases, an editor is someone who was once a writer, hence the familiarity in the UI when progressing on to an editor position would improve the usability of the application for this user group.

This is the home screen that appears for the editor:



Add and Edit Titles

The image shows two side-by-side wireframe sketches of mobile application screens for managing titles.

Left Screen: ADD Title

- Header: ADD Title
- Text input: Title name: [text box]
- Text input: word count: [text box] due: [text box] (format: yyyy-mm-dd)
- Text input: status: [text box] writer: [text box]
- Text input: Details: [large text area]
- Buttons: Submit (yellow) | Cancel (grey)

Right Screen: EDIT Title

- Header: EDIT Title
- Text input: Title name: [text box]
- Text input: word count: [text box] due: [text box] (format: yyyy-mm-dd)
- Text input: status: [text box] writer: [text box]
- Text input: Details: [large text area]
- Buttons: Submit (yellow) | Cancel (grey)

At the top right of the home screen, the editor is able to add a new title. Each article is also editable by any editor, where they can update information such as the word count, description, etc. The edit title option is accessed by clicking on the edit button on the title itself in the title list, which would open the edit title window.

Bidlist

Editors can see which articles have bids for them, and chose which writers they want to assign to each article. Accessing a particular title's bid list is done by clicking on the bid list button for that particular title (should there be any bids on the title in the first place).

The image shows a wireframe sketch of a table titled "Bid list".

Timestamp	WRITER NAME	Action
JUN 20, 2016: 5:01pm	Peter Payne	<input type="checkbox"/>

Buttons at the bottom: approve selected bidders | cancel

Broadcast Title List

When the editors are satisfied with what articles they want to publish this week, they broadcast the list of articles to the writers, by clicking on the send title list at the top right of the home screen. The writers will see which articles are available to bid on. A confirmation is raised before the title list gets sent out.

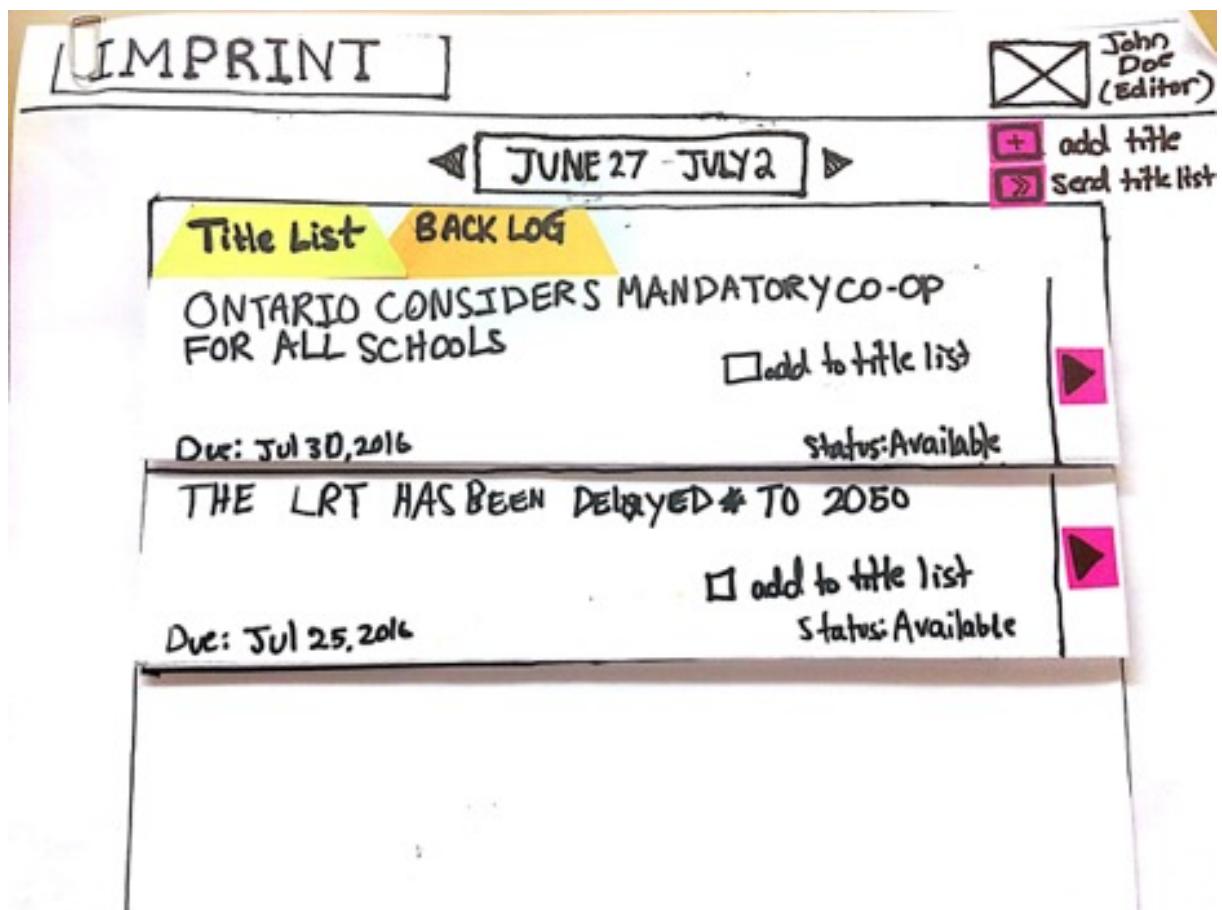
Are you sure you want to send the title list to the writers?

Yes, Submit

Cancel

Backlog

If editors do not want articles to be worked on this week, they can move them to the backlog - a list of all articles that have been input into the system, and not assigned for this week. They can then move it back into the main title list easily when the time is right.



Initial Prototype Feedback & Refinements to Prototype

Through our person-down-the-hall test, a number of potential usability issues were raised, and we have added a number of potential refinements:

1. In the “add title” widget, there should be a button/option to add the new title directly to the current week’s title list. In the current prototype, users would have to create the title, and then go to the backlog, where they would then have the option to assign it to this week’s title list. This new change should allow users to bypass this flow, and streamline adding titles to the current week.
2. Users were also unclear about what the due date meant on each title. For a title that had status “available”, one user thought that the “due date” field meant that this was the last day for a writer to bid on the article. However, this was originally intended to mean that the article should be completed, ready for print by the end of the week. This suggests that there should be a “estimated/completion deadline”, as well as a “last day to bid” due date.
 - a. Another issue that would arise from these new changes is the possibility for the values of these dates to be consistent within Imprint’s schedule. For example, on a weekly printing schedule. If we assume that these two fields are in day units, then the app should have the restriction that: estimated/completion days + last day to bid \leq the schedule interval. I.e input restrictions as a function of Imprints schedule(which is also variable - monthly in the summer, weekly in the fall and winter), the number of days that an article is available for bid, and the number of days that a writer has to complete it.
3. There was confusion as to how a user would bid on articles. In the current iteration of the prototype, any article that has a status of “available” will show a checkbox next to it. The writer will then check off all the articles that they want to bid on and then click “bid for selected articles”. One user did not seem to understand this, so to make this task clearer, a label called “bid” will be added to the checkbox.

On a whole, the feedback was generally very good for the prototype, with most if not all the refinements being very small changes to the buttons and flow.

Final Low Fidelity Prototype.

In our case, as the feedback we received from the initial prototype was encouraging, and only minimal changes were needed, we decided to omit building a final low fidelity prototype, and moved on to build the final implementation, taking into account the suggestions obtained from the demonstration of the initial prototype.

Screenshots of Final Implementation.

Writer Title List:

The screenshot shows a web-based application window titled "Imprint". In the top right corner, there is a user profile icon for "John (Writer)". The main content area is a "Title List" for the period "June 27 - July 2". There are three items listed:

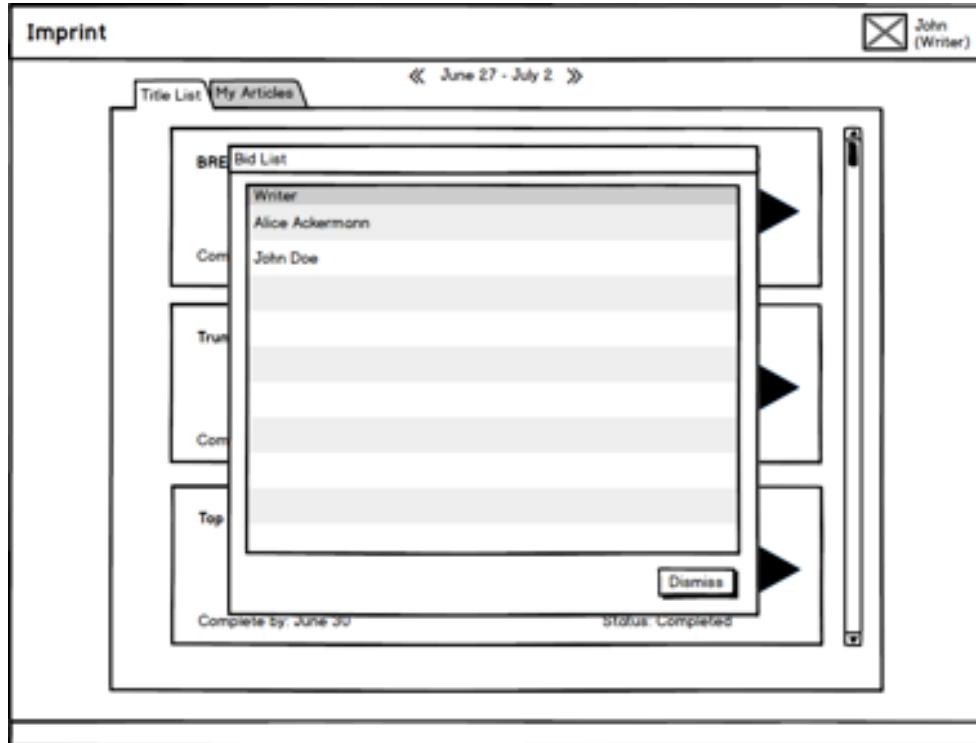
- BREXIT: How will it affect Canada?**
Complete by: June 26
Writers: N/A Status: Available
Bid List
Bid for this article
- Trump: build a wall to guard to the North**
Complete by: June 30
Writers: Me Status: Assigned
Edit
►
- Top 10 co-op tips**
Complete by: June 30
Writers: Jeff Status: Completed
►

Writer title list - with expanded description. Clicking on the triangle on the far right of a title expands the description and other details:

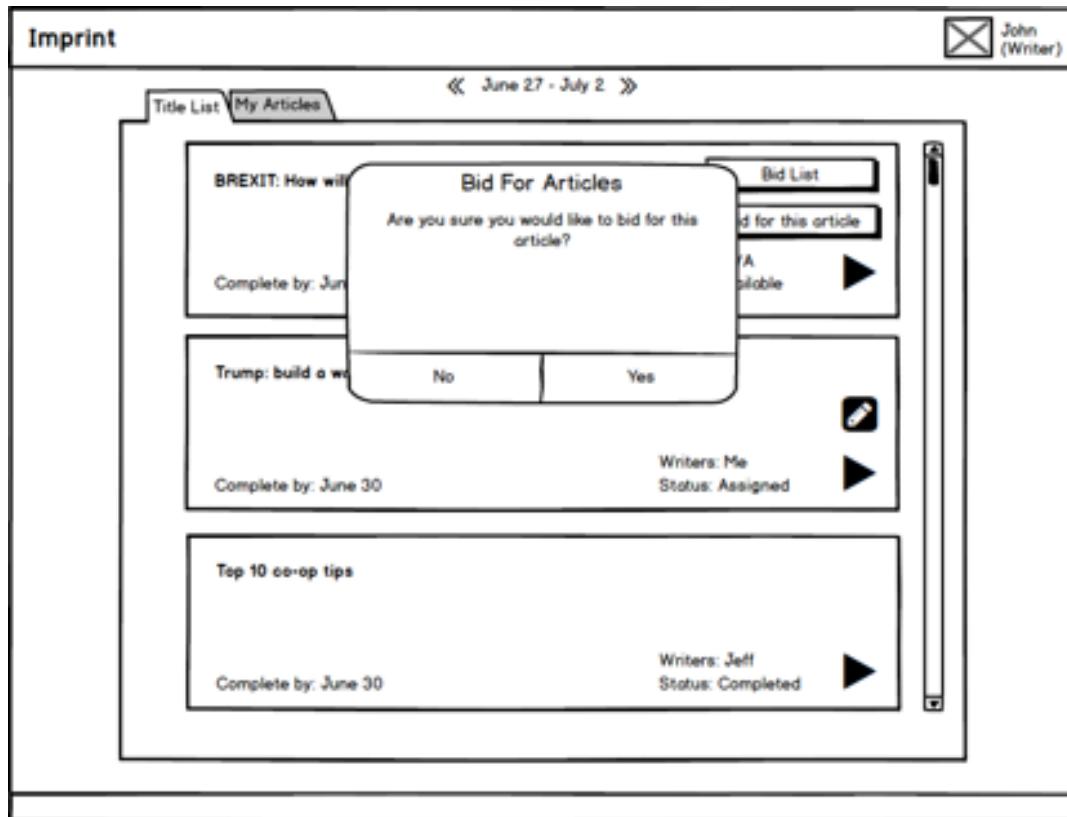
This screenshot shows the same "Imprint" application window, but the first article, "BREXIT: How will it affect Canada?", has been expanded. The expanded view includes additional details:

- BREXIT: How will it affect Canada?**
Complete by: June 26
Word Count: 500
Description:
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
Edit
►
- Trump: build a wall to guard to the North**
Complete by: June 30
Writers: Me Status: Assigned
Edit
►

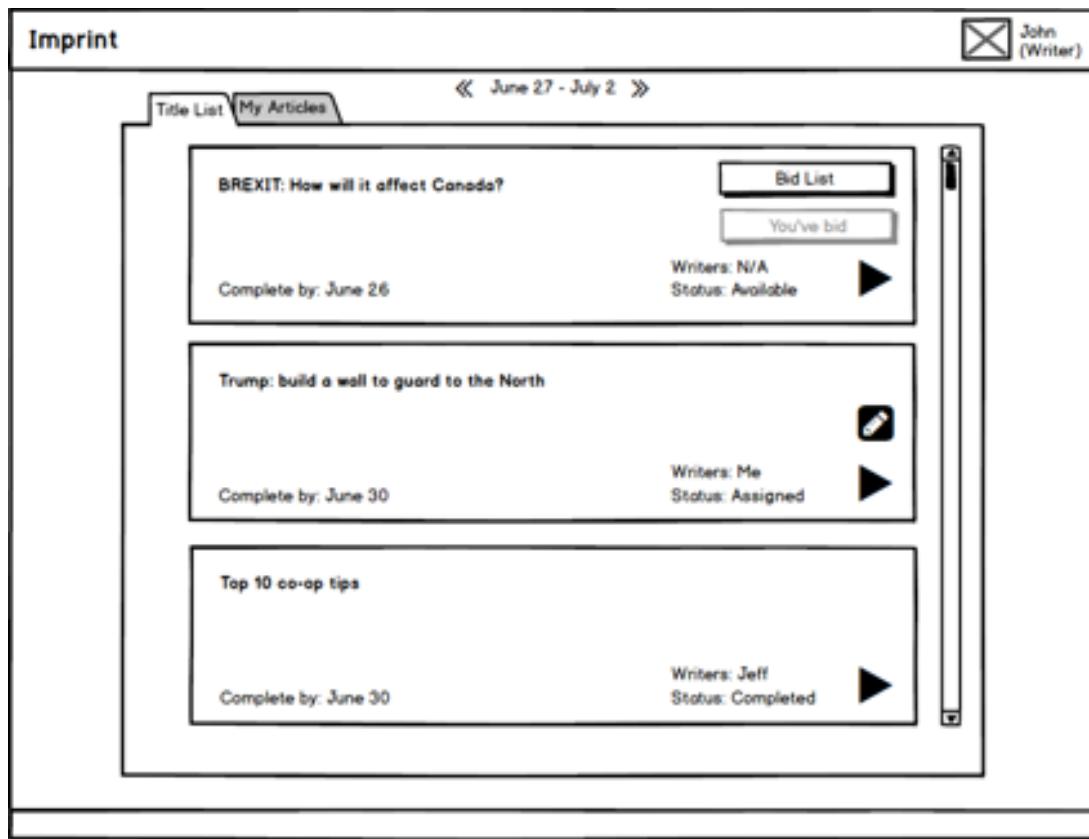
Writer - Bid List shows all users who have bid on an unassigned article:



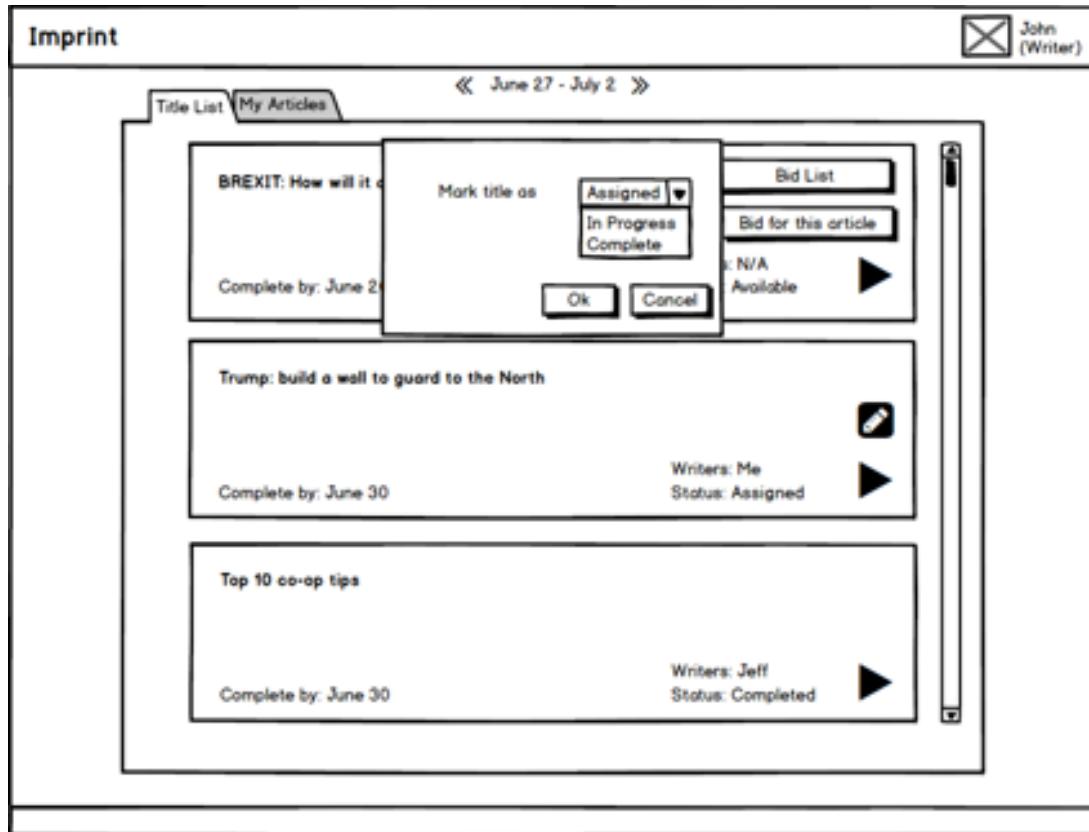
Writer - When bidding for an article, a confirmation appears to confirm the user wants to bid for the article:



Writer - Once bid, the Bid for Article button dims and is replaced with a "You've bid" button that is non functional (clicking doesn't do anything).



Writer - Clicking on the pencil icon on an assigned article allows for the writer to update the current progress of an article



Writer - My articles shows a list of assigned articles to the writer

The screenshot shows a software window titled "Imprint" with a user icon for "John (Writer)" in the top right corner. The main area has tabs for "Title List" and "My Articles", with "My Articles" currently selected. A date range "June 27 - July 2" is displayed above the list. The list contains one item: "Trump: build a wall to guard to the North". To the right of the title are two icons: a pencil for editing and a right-pointing arrow for viewing. Below the title is the text "Complete by: June 30". To the right of the due date are the status labels "Writers: Me" and "Status: Assigned". A vertical scroll bar is visible on the right side of the list area.

Editor - The title list is a master list for the editor

The screenshot shows a software window titled "Imprint" with a user icon for "Eddy (Editor)" in the top right corner. The main area has tabs for "Title List" and "Backlog", with "Title List" currently selected. A date range "June 27 - July 2" is displayed above the list. There are three items in the list:

- "BREXIT: How will it affect Canada?" - Status: Available. To the right are a "Bid List" button and a right-pointing arrow icon.
- "Trump: build a wall to guard to the North" - Status: Assigned. To the right are a pencil icon and a right-pointing arrow icon.
- "Top 10 co-op tips" - Status: Completed. To the right are a pencil icon and a right-pointing arrow icon.

Below each list item, there is a "Complete by: June 30" label and a status indicator. A vertical scroll bar is visible on the right side of the list area. Buttons for "Add Title" and "Send Title List" are located at the top right of the list area.

Editor - Add title opens a window that presents a form the editor fills out to create a new entry in the title list. Title can be placed in the backlog straightaway.

Imprint

June 27 - July 2

Add Title

BRE Title Name:

Word Count: 500 Due: 06/30/2016

Status: Available Writer: Unassigned Place In Backlog

Details:

Submit Cancel

Complete by: June 30 Status: Completed

Eddy (Editor)

Editor - Clicking the pencil icon on an entry allows for the entry in the title list to be edited. Also allows the title to be moved to the backlog.

Imprint

June 27 - July 2

Edit Title

BRE Title Name: BREXIT: How will it affect Canada?

Word Count: 500 Due: 06/30/2016

Status: Available Writer: Unassigned Place In Backlog

Details:

Submit Cancel

Complete by: June 30 Status: Completed

Eddy (Editor)

Editor - Backlog shows a list of articles that have been kept in the title backlog

The screenshot shows the 'Imprint' application interface with the 'Backlog' tab selected. At the top, there is a date range selector 'June 27 - July 2' and buttons for 'Add Title' and 'Send Title List'. The main area displays two backlog entries:

- National Debate Kim Kardashian vs. Taylor Swift**
Complete by: August 26 Status: Available
Buttons: Move to Title List, Edit, Delete
- Game of Thrones Cancelled**
Complete by: June 30 Status: Available
Buttons: Move to Title List, Edit, Delete

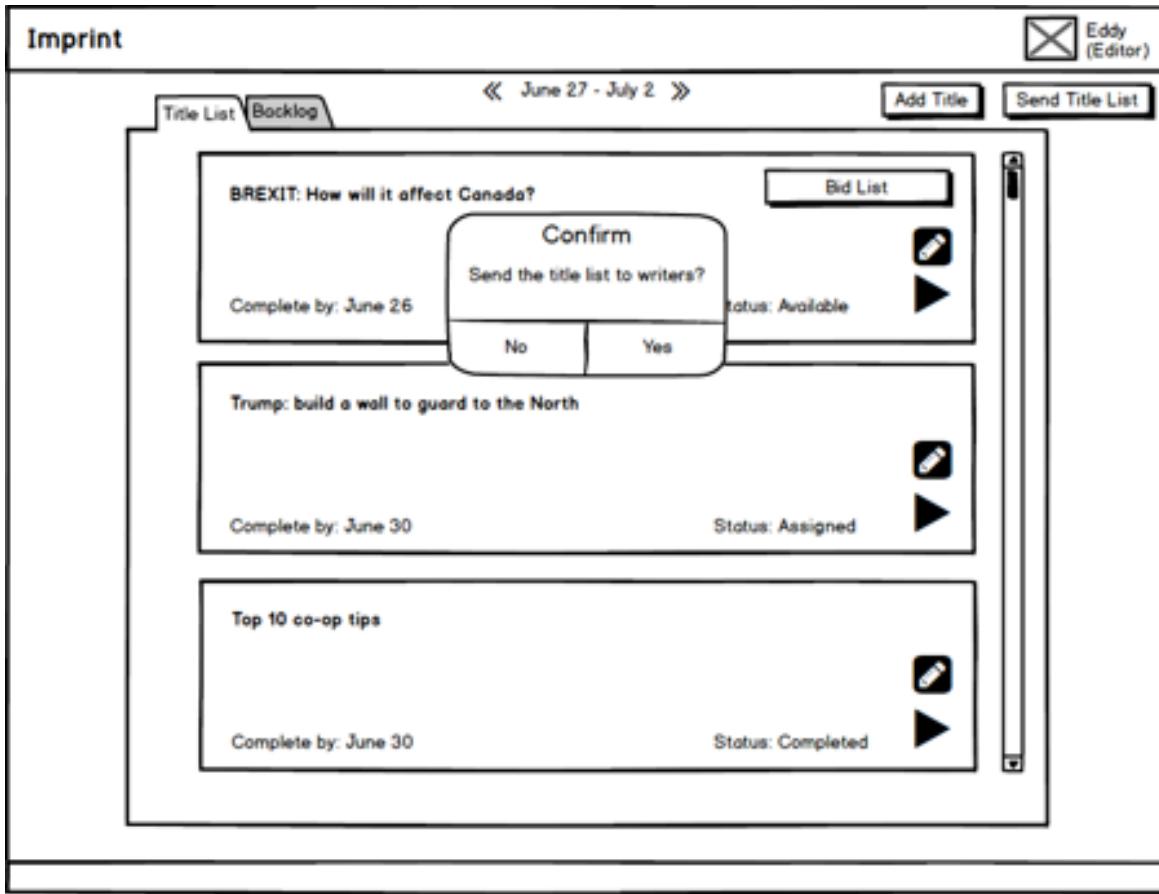
Editor - Bid list button for an entry shows all the users who have bid to write on an article and the editor can then select one or more writers who have bid to work on that article

The screenshot shows the 'Imprint' application interface with the 'Backlog' tab selected. At the top, there is a date range selector 'June 27 - July 2' and buttons for 'Add Title' and 'Send Title List'. The main area displays a 'Bid List' for an article entry:

Timestamp	Writer	Assigned Articles
06/26/2016 5:01 PM	John Doe	2
06/27/2016 5:02 PM	Alice Ackermann	4

On the left, there are vertical buttons labeled 'BRE', 'Com', 'Trum', 'Com', and 'Top'. On the right, there are edit and delete buttons for each row. At the bottom, there are buttons for 'Approve Selected Bids' and 'Cancel'.

Editor - Once an editor has added entries to the title list, they can make it viewable and open for bids by the writer by clicking the “Send title list” button. A confirmation appears to ensure the editor wants to propagate the title list to writers.



Final Feedback from End Users.

After the final implementation was complete, we presented our final implementation to the executive editor of Imprint, Aliya Kanani. The following was the feedback we received from her:

A. Positive points

- The prototype designed was much better than expected. There was a high level of usability and ease of getting used to working with the system.
- Difficulties that plague the current setup at Imprint have been addressed with the system.
- We especially like the consistency in the user interface and experience between the writer and editor view, it would definitely help as most, if not all editors are formerly writers at Imprint, hence there won't be much retraining needed when they progress on to become editors.
- The idea of a backlog list for the editor view is good, those articles no longer get mixed into the pool of important articles. At the same time, these articles in the backlog will not be forgotten as they still are in the list.

B. Negative points

- Recently, Imprint has decided to move on to a more online focussed newspaper - that would mean, articles would be up on the Imprint webpage quicker and usually within 48 hours after the story is taken by a writer. Hence, the weekly system makes it not so continuous.

- The button used to expand the description for the title looks more like a play button. Probably a plus symbol may have been better.
- The term “bid” isn’t the most appropriate, as bid is usually used when money is involved. A different terminology may be better, but this is a small issue.

On a whole, we would say that the final feedback from the end user was very encouraging, and the issues identified were not critical and can be easily fixed.

Conclusion.

On a whole, we think we have definitely been able to address the breakdowns identified in Imprint’s work practice and provided a design proposal that can definitely be put into production with minimal changes. Imprint is definitely satisfied with our design proposal, and given more time, we may actually would have been able to put this into production.

Video link.

The video demonstration of our prototype is available here (https://youtu.be/_zwjNdDoGdc). We would be allowing the use of this video for future students.

VISION

When building the vision of our project,
I designed it around 3 questions:

What do we have that works:

- Concept of a centralised document
- Communication between Imprint and 3rd party entities
- Bidding process for articles by writers.

What needs to be fixed?

- Execution of centralised document needs serious improvement
- Updating assigned writers with changes to their assignment details.

→ How should we quantify success?

- o Measure and compare time to setup and input data for every weekly title meeting in the spreadsheet vs. system developed.
- o User feedback in terms of desirability of the spreadsheet vs the newly developed system
- o Measure and compare time before user is aware of changes in article assignment (compare existing email & spreadsheet setup vs. new system)

1.0 Add titles

to title list (editors)

1. List

1.2 Review
potential
titles

1.3 Record
down approved
titles

1.4

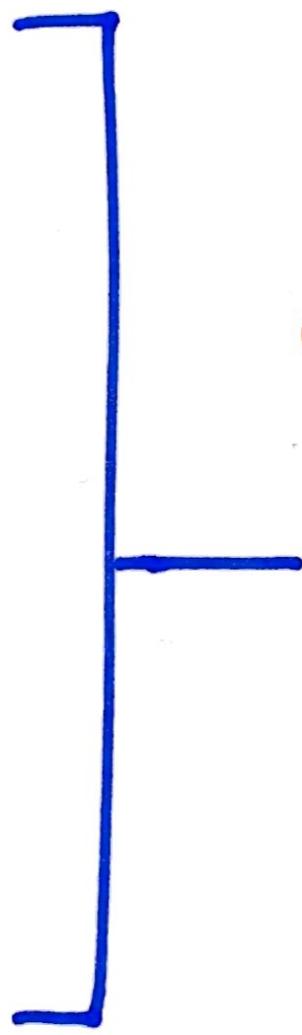
2.0 Bid for article

(writers)

- list
- 2.2 Select titles
that interest the
writer
- 2.3 Com
selection
editor or
bid

3.0 Confirm article

Assignment to writer (editor)

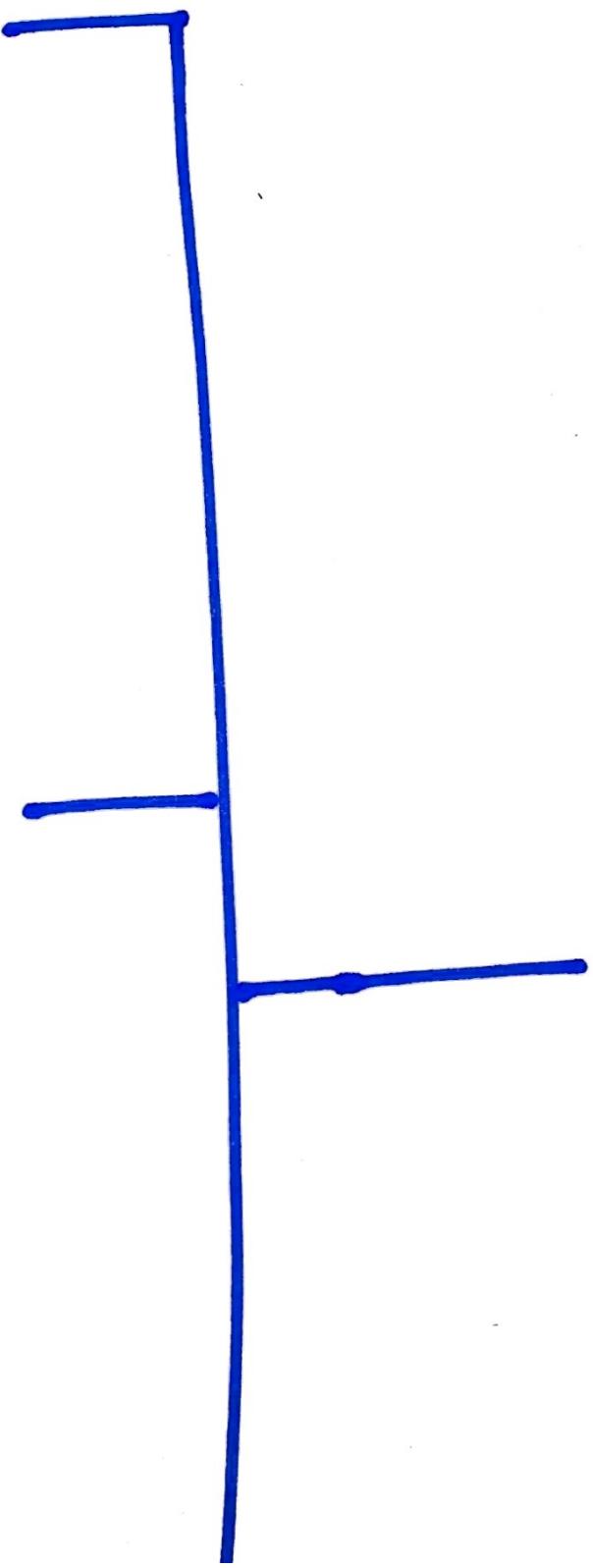


3.1 Review bids

for article

3.2 Confirm writer assignment

4.0 Article Submission



- 4.1 Prepare Article
- 4.2 Upload to online drive
- 4.3 |
- 4.4 |

(1) Add title

Purpose: Add title to
title list

Function: Create new title

Object manipulated: title, details(extra info)
angle, word count

writer, deadline

FOCUS AREA: TITLE LIST
Purpose: Pool together potential titles
and build centralised title list

Links :

Add title, update title and
details, Release list to
writers, Article Bids,
check article status

Functions: Pool titles together, review
and approve titles, notify
writers

Object manipulated: story title, details (extra info),
angle, word count,
writer, deadline

Function: modify details of title

(3) Submit Bid

Focus Area : Bid for title

Purpose: allow writer to bid
for articles they want to
write on

Function: bid for articles

Links : submit bid , approve
bid (editor)

Object manipulated: Bids on title
them

(4) Approve bid

Purpose: allow editor to allocate writer to
new story

Function: set writer from pool of writers
who bid for a story

object : writer field in story title
manipulated (in time with)

FOCUS AREA: ARTICLE SUBMISSION

Purpose: Allow writer to mark an article as complete and inform editor

Function: Allow writer to mark an article as complete / incomplete

Link: Set article as complete / incomplete (toggle)

(5) Completion status

Purpose: Marks the completion status of article

Function: Update completion status of article

Object : completion status in manipulated story title

(1) Add title

Purpose: Add title to
title list

Function: Create new title

Object manipulated: title, details(extra info)
angle, word count, writer, deadline

Links : Add title, update file

(2) Update file

Purpose: Update details of a particular
story title

Object manipulated: story title, details (extra info),
angle, word count, writer, deadline

Function: modify details of title

FOCUS AREA: TITLE LIST

Purpose: Pool together potential title
and build centralized title
list

Links : Add title, update file and
details, Release list to
writers, Article bids,

check article status

Function: Pool titles together, review
and approve titles, notify
writers

FOCUS AREA : BID FOR TITLE

Purpose: allow writers to bid
for articles they want to
write on

Object manipulated: Bids on title

Links : Submit bid , approve
bid (callout)

(4) Approve bid

Purpose: allow editor to allocate writer to
news story

Function: Set writer from pool of writers
who bid for a story

Object manipulated: Writer field in story title
(in title list)

(3) Submit Bid

Purpose: allow writer to select their
preferred articles and submit bid or
bid to write those article.

Function: select titles and submit bid or
theme

Object manipulated: Bids on title

FOCUS AREA: ARTICLE SUBMISSION

Purpose : Allow writer to mark an
article as complete and inform
editor

Function: Allow writer to mark an
article as complete/
Incomplete

Link : set article as complete/
Incomplete (in title list)

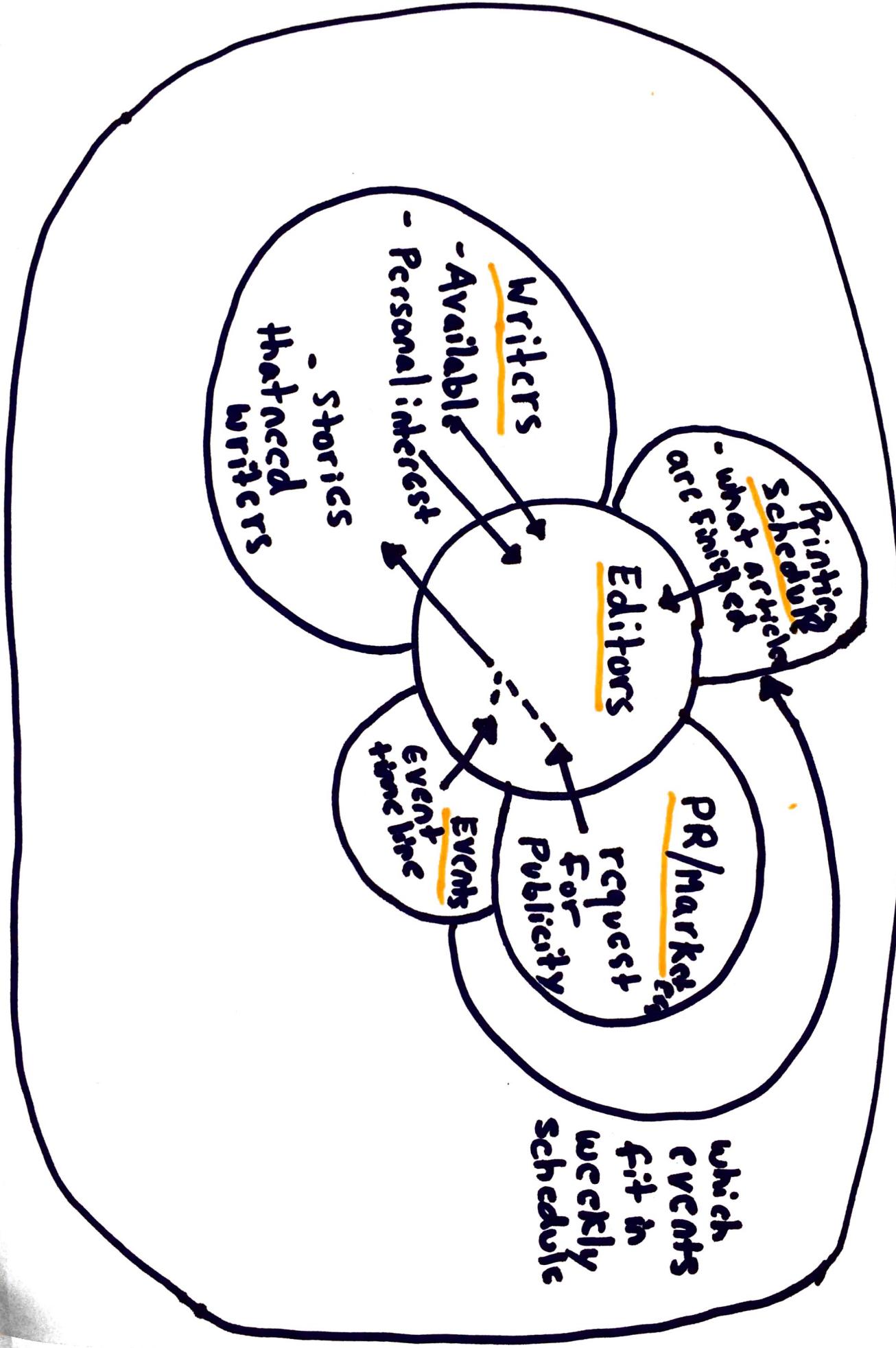
(5) Completion status

Purpose: Marks the completion
status of article

Function: update completion status
of article

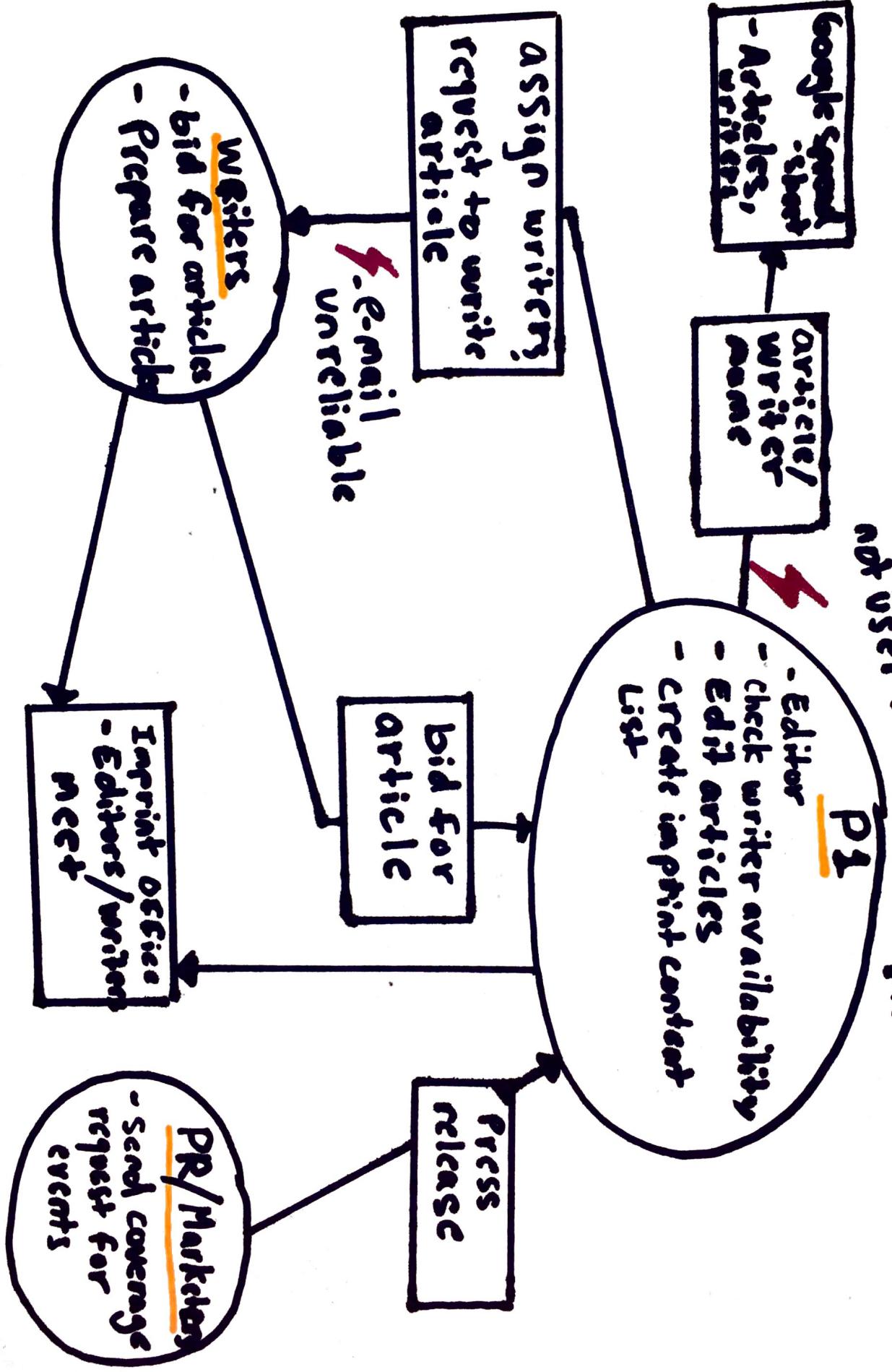
Object manipulated: completion status in
story title

CULTURAL MODEL



FLOW MODEL

- template friendly, - tedious manual editing
- user friendly, - not user friendly



SEQUENCE MODEL - Article

Edit

Actor : Editor

Receive e-mail from writer

Retrieve article from drive

Review article

changes needed?

yes

no

Ready for publication

inform
writer
of changes

wait for
revised
version

SEQUENCE MODEL - Article Submission

Actor : Writer

write article

→ odd article into
Imprint's online drive

→ e-mail editor

→ wait for
feedback

SEQUENCE MODEL

Article Assignment to writer

Actor: Editor

Review List of Articles

Has anyone bid?

yes

is article important?

no

Is article urgent?

yes

no

assign writer to article they bid on

Check for writer availability

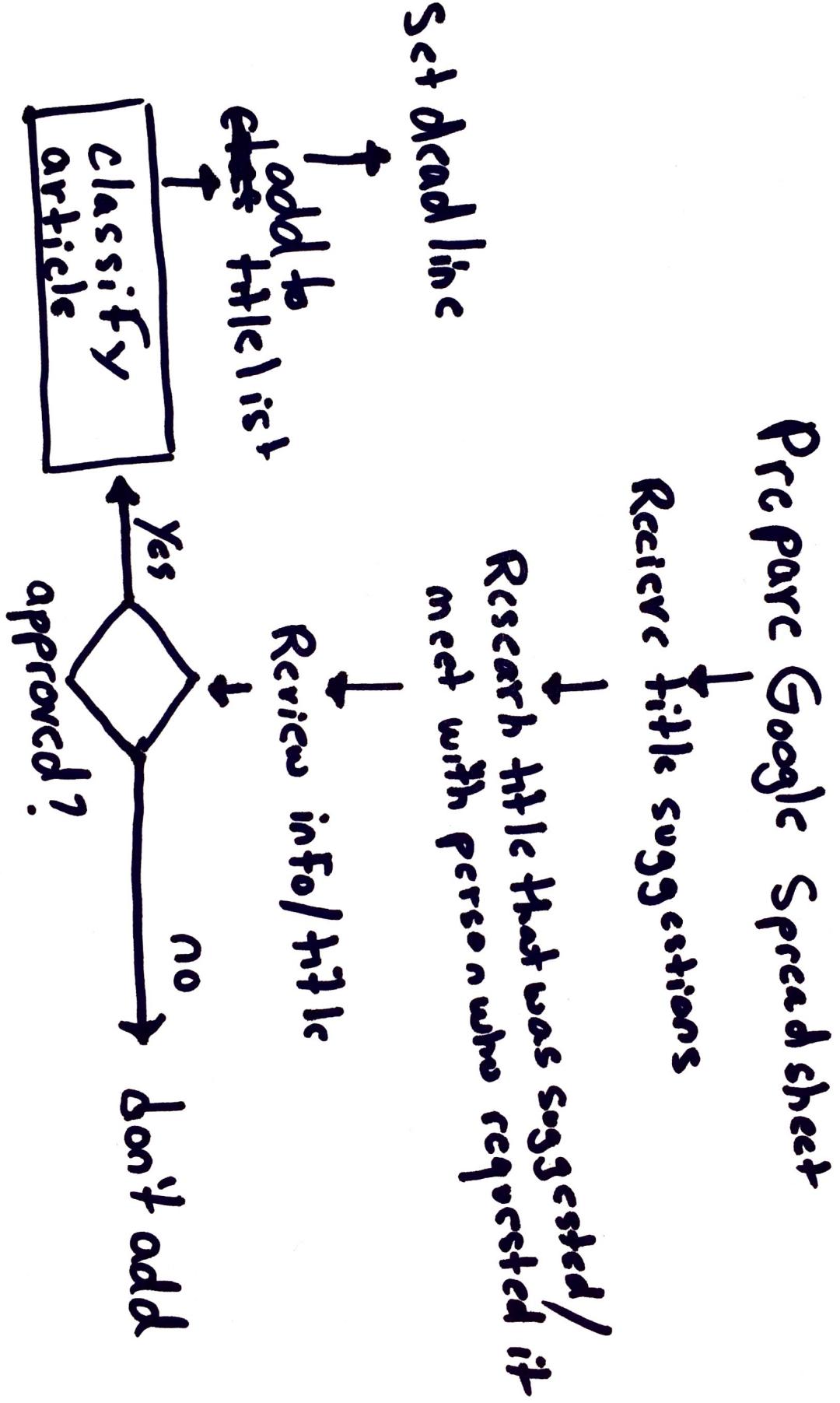
wait for new bids

assign writer to urgent article

SEQUENCE MODEL

Adding
Title to
Title List

Actor: Editor



SEQUENCE MODEL

- Bidding for
Article

Actor: Writer

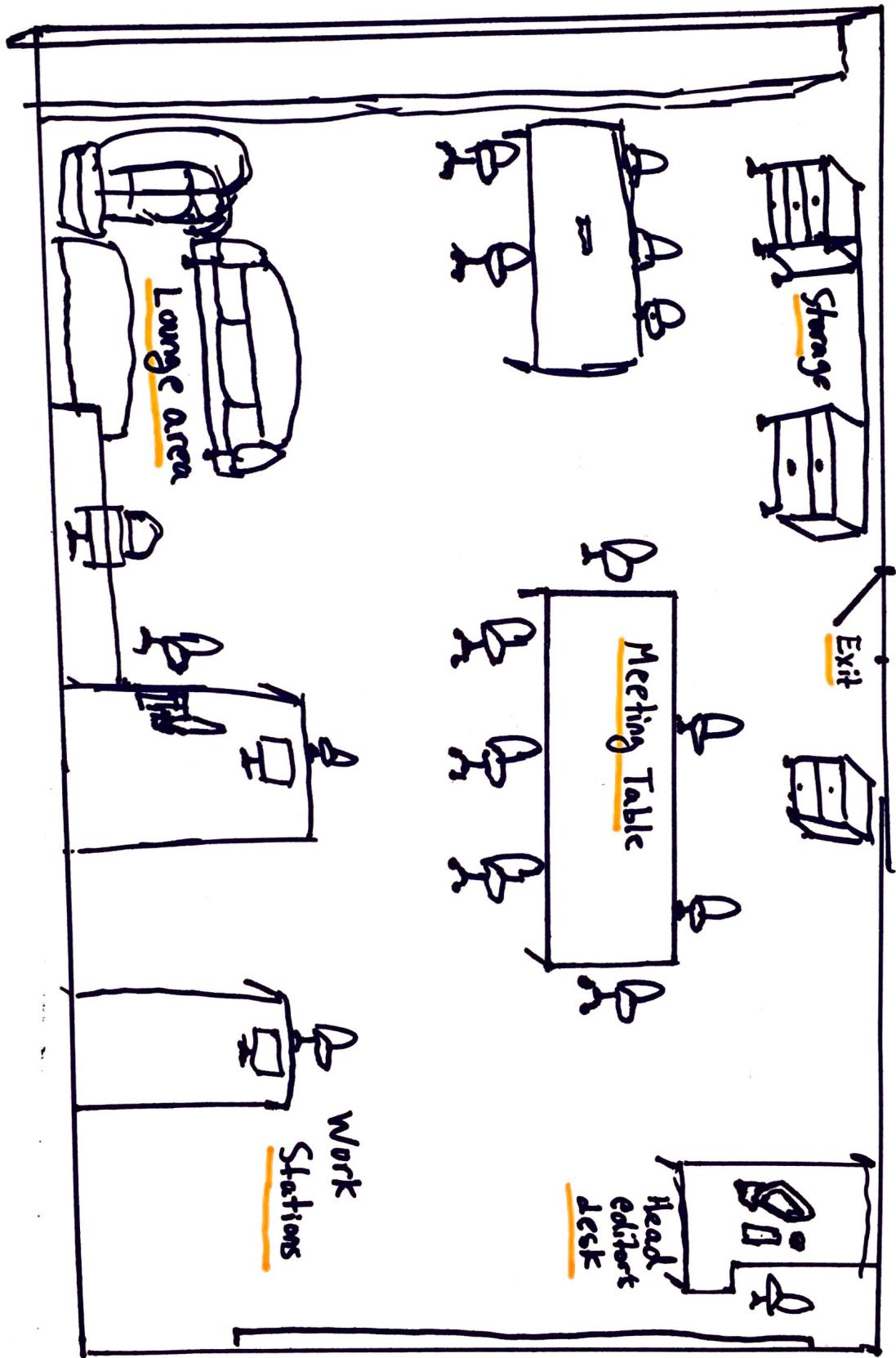
Access List of Articles

→ view additional info, angle

→ create short list of titles

→ inform editor of
bid for article

PHYSICAL MODEL

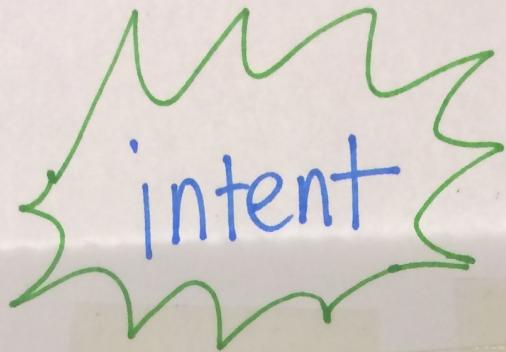


ARTIFACT MODEL

Story List- May 24	
File	Edit
View	History
Bookmarks	Develop
Develop	Window
Help	
	docs.google.com
S	G G M
	Top Sites
	KapilHareesh@hotmail.com
	Share
	fx
	Hello and welcome to our story list!
	Hello and welcome to our story list!
	If you would like to take a story from the story list, please email the section editor (as noted at the beginning of each section).
	If you have any questions, please feel free to contact the section editor or any of the following people:
1	Executive Editor: Aliya Kanani, editor@uwinprint.ca Managing Editor: Matt Lawes, mattlawes@uwinprint.ca Creative Director: Ramona Lettao, ramonalettao@uwinprint.ca
2	Stories are due by the deadline indicated unless an alternative arrangement has been discussed with the section editor. Extensions are granted on a pre-approved, case-by-case basis according to the section editor or the managing editor. Stories should be submitted in this format: https://docs.google.com/document/d/1MsQJAMpkXgKh6bmjIcaEo-GMDDeHbyM4qISxphA/edit
3	Additional Details (links, contacts, etc.)
4	News: Riamarie Panachikai, news@uwinprint.ca
5	Gov. General David Johnston is visiting Conrad Business, Entrepreneurship and Technology Centre to commemorate the 10th Anniversary of the Accelerator Centre (AC) and he was a founding patron.
6	Happening May 17 from 11-1:30 Schembri Case receives a verdict
7	Ria has contact information.
	What did DJ say? How does he feel about the progress of the building? Anything planned for the future?
	What happened? Was the compensation what students wanted?
	Why was this decision made and what implications can this have for incoming students? Have any other schools done the same?
	https://uwaterloo.ca/stories/university-application-forms-change-transgender-students--speak-to-stephanie-hamade-or-sarah-wiley-glow-centre-uws-working-group-on-sexual-and-gender-diversity
	http://www.therecord.com/news-story/6531449-waterloo-students-coming-to-another-gender-identity-option-for-incoming-students
	http://www.therecord.com/news-story/6531449-waterloo-students-coming-to-another-gender-identity-option-for-incoming-students
	They were there connection research
	Header is very large takes a lot of space
	Theresa is taking 5/19/2016 photos
	Updated photo of the In building (Kapil)
	Can't see many entries, have to scroll a fair bit to see the whole list.
	No form of search or sort available.



Sheet1



ideas
Start
here.

Progress
Report



- Manager review of last week issue
- talk about various current events

Title
Discussion



- discussion of multiple topics, e.g sports, arts, sciences
- discuss quality of articles
- Prioritization of articles

Title
Assignment



- Editors have read/write permission to google spreadsheet
- First come first serve for article assignment
- Article limit restriction for new writers

- Additional details, angle given by editors
- Starting point for writers
- Informal discussion style
- Consensus based decisions.

- Civil discussion on who takes what.
- Article assignment based on no. of articles, article quality, story quality
- Veto allows editors to assign relevant and appropriate lvl articles for new writers

Problems / Challenges

Problems / Challenges

Google Spreadsheet
for data
management



- List layout of articles obstructed by banner
- information presentation confusing to users
- Unfulfilled need to tag, sort articles

Editing
Issues



- Unable to see progress of title
- Communication via e-mail hard when dealing with multiple writers, recruitment
 - less successful than in-person communication

Communication
challenges



- articles printed and edited physically
 - tedious process when errors and corrections are found

Challenges / Breakdowns