

INFM600 Team 1 Project Proposal

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What is the Information Service?

Team 1 seeks to create a portal for Graduate Assistants (GA) to communicate with the University's Human Resources (UHR) and supervisors. This portal will be an information repository for initial employee onboarding and for the duration of GA employment.

Why is it Needed?

Students taking on a Graduate Assistantship role for the first time with the University of Maryland have expressed the need for improvements to the onboarding process and better communication of how to properly handle the intricacies of the responsibilities of their appointment. Currently, there is no information portal for GAs that has been implemented at the University of Maryland and we would like to design one. New GAs would benefit from shared access in one place to the pertinent resources related to their appointment so they can operate in their duties confidently without having to constantly reach out to their supervisor with questions. It will help ease anxiety and improve efficiency for new GAs to have a portal where they can refer to all the onboarding material, access testimonials from GAs who had the same position, receive clear communication with UHR, other GAs and supervisors, job benefits, and paperwork related to their specific GA appointment.

What is the Specific Setting?

The GA portal which we plan to integrate as a "course" within students' ELMS workspace. Some features will include formal documentation archiving of important paperwork (such as W4, appointment letter, statement of mutual expectations, and I9 forms), training courses, a means to record work hours and request time off, and much more. This "course" will have different roles based on who is accessing it and each and every role will have its respective permissions.

What are the Functions and Utilities?

The main functionality of the GA Portal is to bridge the gap of communication between GAs, UHR, and supervisors and to help incorporate a smooth employee onboarding process and more efficient work experience throughout the duration of employment by providing all the necessary resources related to their duties.

Teamwork Plan

Task List	Member 1	Member 2	Member 3	Member 4	Duration	Dates
Collect Data; Identify Best Data Sources	Scott Mobarry	Becky Jones	Rajeevan Madabushi	Jonathan Ortega	30%	10/10 - 10/23 (Week 7- 8)
Standardize Data for Analysis; Clean Data	Nidhi Nambiar	Scott Mobarry	Rajeevan Madabishi	Becky Jones	30%	10/24 - 11/6 (Week 9 -10)
Create Information Services	Yating Yang	Nidhi Nambiar	Jonathan Ortega	Scott Mobarry	25%	11/7-11/20 (Week 11-12)
Create Presentation Deliverables	Becky Jones	Yating Yang	Jonathan Ortega	Nidhi Nambiar	15%	11/28-12/4 (Week 14)