Workload Distribution

Work done collectively:

* Determining purpose of knowledge base
* Identifying questions for interviewees
* Selecting appropriate Wordpress template and customizations
* Second card sort

Work done by Kathryn:

* Wrote articles about paying bill, scholarships, financial aid, and departmental contacts
* Identified and scheduled interviews with 4 interviewees
* Recorded in-person interviews and formatted email interviews
* Sent follow up emails to email interviewees
* Documented individual work
* Audience analysis
* Edited articles for consistency
* Put articles into knowledge base according to site map and architecture

Work done by Rebecca:

* Wrote articles about registering for classes, ID, etc.
* Identified and scheduled interviews with 2 interviewees
* Did first card sort
* Created wireframe
* Created site map
* Documented individual work
* Wrote memo describing information architecture and information design choices