Group Collaboration Tool

Uninitialized Local Team Kez May, Ian Dudder, Jason Dekema, Hailey Schauman, Kaveh Buenaventura, Angela Ferro Capera

Description of Project

Divvy is a collaborative, all-in-one, extensible tool, where users can work in projects individually or in teams. Divvy provides with team management tools, cloud storage space, communication tools, and more. Users won't have to have to utilize 10+ different tabs to work on a single project anymore.

Divvy has everything the user needs for their projects in a single, customizable place.

Personas

Rylan is a sophomore in the CSSE program at UWB. She is a natural leader, and often ends up being the manager in group projects.

Rylan is frustrated by how many different apps she has to use for projects, finding it difficult to organize her group and track their progress over multiple different services.

She wants to be able to easily manage, communicate, and share files with her team from within one application.
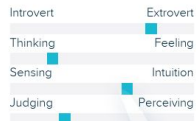

Student Team Manager: Rylan Azmat

Organized | Planner | Visual Learner

Goals

- To spend less time switching between projects when managing multiple projects
- To have to manage fewer apps (have fewer sign-ins, send fewer invites, etc)
- To visually be able to see metrics on the overall progress, individual progress, and basic project metrics
- To learn how to communicate with the people in her group
- To voice, video, and text chat in one place
- To manage documents, version control, and project backlog/metrics in one place
- To coordinate calendars to schedule meetings

"While knowing how to code is important, projects live and die based on how well managed they are."

Age: 25
Pronouns: She/Her/They/Them
Status: Single
School: CSSE at UWB
Standing: Sophomore Student
Location: Bothell, WA
Character: Leader

Personality

Introvert —————————— Extrovert
Thinking —————————— Feeling
Sensing —————————— Intuition
Judging —————————— Perceiving

Needs

- Centralized app hub
- Easy to use
- Strong visualizations
- Integrated communication tools

Frustrations

- Having too many browser tabs open while managing multiple projects
- Having too many apps open and getting lost trying to find one of them
- Having parts of the project scattered across so many services that it is hard to remember where something is stored or where to search for it
- Not being able to easily see how much team members are progressing towards deliverables
- Can be difficult to get group members to join and be organized over multiple different services

Bio

Rylan's professors usually assign team projects. As a natural leader, she often ends up managing the teams she works on. Rylan often assigns tasks to her teammates, monitors her progress, and provides them with feedback. She also likes to help her teammates work on their personal learning goals and develop their portfolios without sharing course-work publicly. She organizes an agenda for weekly team meetings, and reports a summary at the end of each meeting. She is frustrated at how many different apps she has to manage. She is also annoyed at how difficult it is to switch from one team's workspace to another. She wants something that simplifies her school work so she can focus on her main goal: learning the course material.

Motivation

Functionality
Time-Saving
Easy to Learn
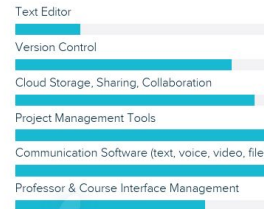Visually Appealing
Low Processing-Cost
Customizable

Current Apps/Software

- Canvas
- Facebook
- Instagram
- Discord
- Slack
- Zoom
- Github
- Google Drive
- MS Office

Desired Functionality

Text Editor
Version Control
Cloud Storage, Sharing, Collaboration
Project Management Tools
Communication Software (text, voice, video, file)
Professor & Course Interface Management
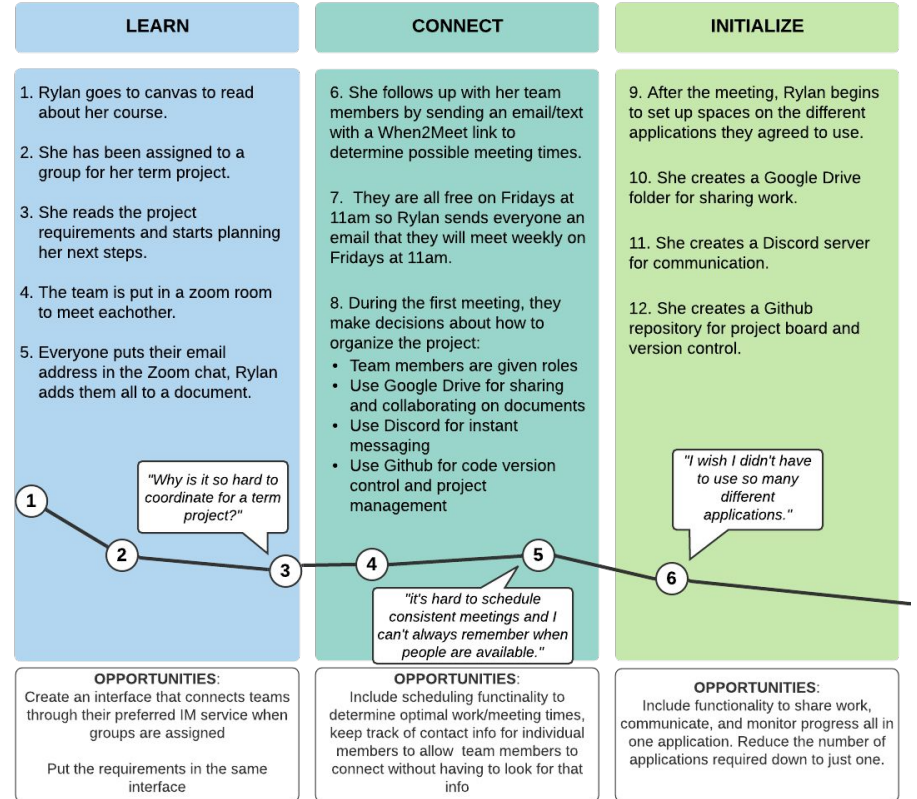
Journey Map

Scenario

Rylan is starting a new quarter at UWB. In one of her classes, she is required to work in a group for a team project. She enjoys taking on leadership positions when working in groups. Currently, she has to manage different apps and different tabs for each of her group projects. She is looking forward to effectively working with her teammates and succeed in all her classes along with her groups.

LEARN	CONNECT	INITIALIZE
1. Rylan goes to canvas to read about her course. 2. She has been assigned to a group for her term project. 3. She reads the project requirements and starts planning her next steps. 4. The team is put in a zoom room to meet eachother. 5. Everyone puts their email address in the Zoom chat, Rylan adds them all to a document.	6. She follows up with her team members by sending an email/text with a When2Meet link to determine possible meeting times. 7. They are all free on Fridays at 11am so Rylan sends everyone an email that they will meet weekly on Fridays at 11am. 8. During the first meeting, they make decisions about how to organize the project: • Team members are given roles • Use Google Drive for sharing and collaborating on documents • Use Discord for instant messaging • Use Github for code version control and project management	9. After the meeting, Rylan begins to set up spaces on the different applications they agreed to use. 10. She creates a Google Drive folder for sharing work. 11. She creates a Discord server for communication. 12. She creates a Github repository for project board and version control.

"Why is it so hard to coordinate for a term project?"

"it's hard to schedule consistent meetings and I can't always remember when people are available."

"I wish I didn't have to use so many different applications."

(1) (2) (3) (4) (5) (6)

OPPORTUNITIES:	**OPPORTUNITIES:**	**OPPORTUNITIES:**
Create an interface that connects teams through their preferred IM service when groups are assigned Put the requirements in the same interface	Include scheduling functinality to determine optimal work/meeting times, keep track of contact info for individual members to allow team members to connect without having to look for that info	Include functionality to share work, communicate, and monitor progress all in one application. Reduce the number of applications required down to just one.

Journey Map

SHARE	MANAGE	SWITCH
13. After setting up all the different apps the team is going to use through the quarter, she needs to share them with the team.	17. Rylan views the upcoming assignments on the Canvas calendar for her class. She clicks on each assignment to see if it is an individual or group assignment.	22. Following the team meeting, Rylan needs to prepare for her next class, so she closes out of the websites and applications she was using for this class.
14. She finds the document with everyone's emails and sends them all invites to the google drive and to the Github repository.	18. Rylan finds the link to the google drive and adds a document to it that separates the group assignments into milestones.	23. On the Canvas website, she exits the page for her last class, and navigates to her next course.
15. She waits for eveyone to successfully accept the invite.	19. To prepare for the upcoming Zoom team meeting, Rylan goes back to Canvas to review the next upcoming assignments.	24. On Google Drive, she exits her team's folder, and spends time finding the folder for her next class.
16. Then, she sends them the Discord invite, and links all the resources to the #general channel in the team's server.	21. She goes into her team's Kanban board on Github and makes an issue for each task in the upcomming assignments in this milestone so she can assign the issues in the meeting.	25. On Discord, she switches from her team's server, to the server for her next class.
		26. She tracks down the link to the github project for her next class and navigates to it.

"Am I sharing the resources to the right people? Am I forgetting someone?" — 7

"I hope I didn't miss a task to assign..." — 8

9

"I can barely remember everything I need to open up for my next class..." — 10

OPPORTUNITIES: Include a shared virtual space which all teammates have immediate access to. This reduce the amount of additional apps needed to set up a virtual drive.

OPPORTUNITIES: Include functionality where (1) group assignments are in one location and (2) when creating tasks for an assignment, the manager can easily check the requirements of that assignment.

OPPORTUNITIES: Include all the necessary tools for each class project in their own separate space so that switching between group projects is easy and does not require tracking down all the right tabs to have open.

Expectations

- To be able to connect and share resources with all her teammates
- To have projects deliverables clearly specified
- To be able to easily collaborate with teammates
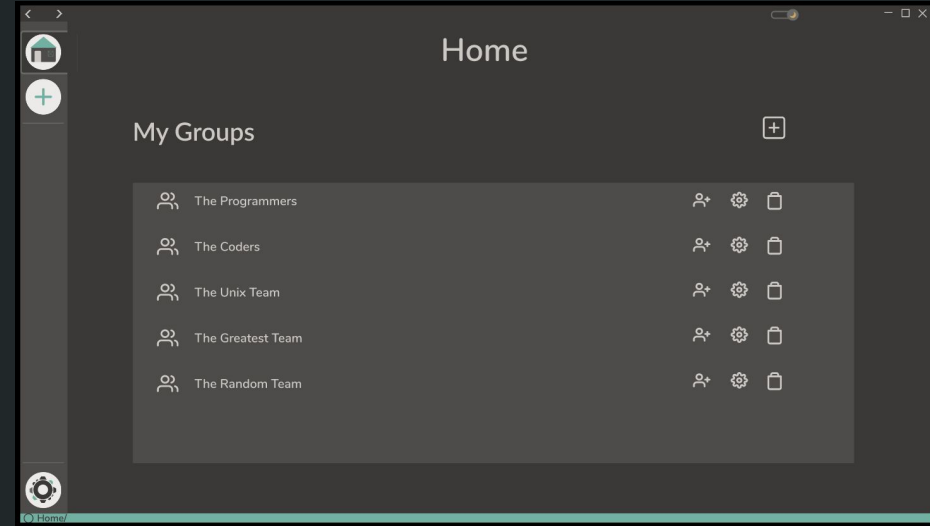- To be able to monitor team progress

Requirements

Minimum Viable Product

- Task management
- Communication
  - Instant DM
  - Team Chat
  - Task comments
- Extensibility
- Project views
- All-in-one

Walkthrough of Prototype

Prototype Link

What We Learned

- User-centered design is vital
  - We can't assume that users will understand a design choice/functionality
  - We also can't assume what types of design choices users prefer (ex. light vs dark mode)

- A large amount of effort goes into visual design
  - We can't skimp out on what out product looks like solely for functionality
  - A solid UI is an important part in attracting users to your product

- Early prototyping and user testing helps refine the product
  - Reveals weaknesses that we may not have seen

- Teamwork
  - Solid communication within the team ensures we are all on the same page for the design
  - A well organized team will skyrocket efficiency and quality

What We Would Do If We Had More Time

- Start with a very basic version of our prototype first.
  - With the time constraints we had, we felt like our first design had to be our final design.
  - Start small and simple, and focus on the major components of design before the final details.

- Branch out and explore several different design options for our prototype.
  - We only had time to make one design.
  - We didn't have time to try different variations of our pages and try major changes.
  - Utilize A/B Prototyping and Testing.

Thanks for Listening!

Any Questions?