

[BD]ORIENTATION PLATFORM

UX

From Ken Chow (soimperfect.com)

PURPOSE

- To support new joiners (mentees)
 - Easy kick start
 - Self-learnt
 - Structured way to be connected with various recourses
 - Understand + Think
 - Mentorship Programme
 - Connect with mentors
- To support mentor
 - Mentee's guidelines of learning preset (enable self taught)
 - Encourage Mentee's proactive learning (promote questioning)
 - A shared platform to keep track of learning activities / feedbacks / notes (less hassle to trace back emails)
 - Allow mutiple mentors / mentees
- Beyond ...
 - This system/modules may extend to other areas e.g. Designers.

EXECUTIVE SUMMARY

- A platform between newcomer and the mentor
- Ensure newcomer can complete those tasks assigned by mentor within 3 months probation
- Newcomer could get in touch with key people and projects
- This platform could be access from any desktop and mobile devices

STAKEHOLDER

- Newcomer
- Mentor
- Admin

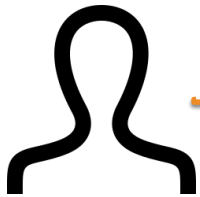
[BD]ORIENTATION PLATFORM

Feature: 1.0 Mentee

1.0 mentee

- This is for Learning Management System (LMS) part.

1.0.1 Mentee - Login

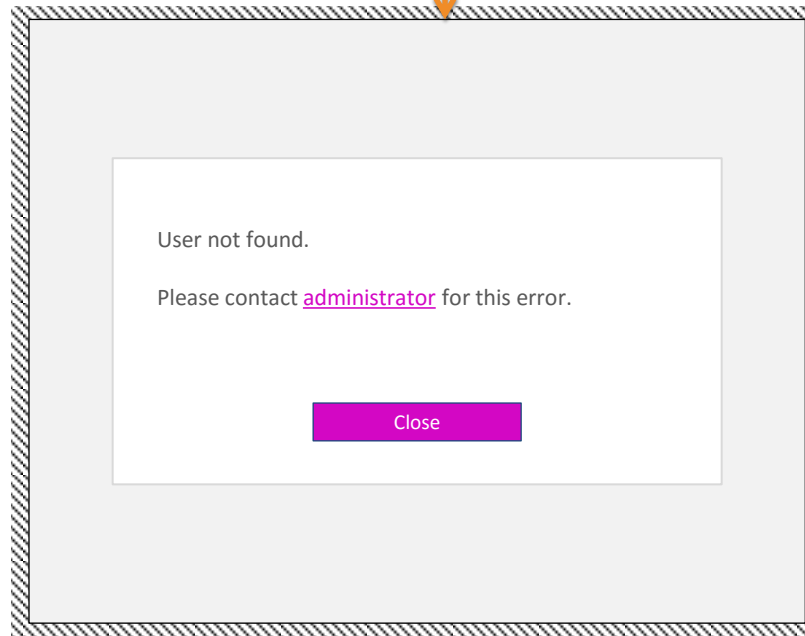


User enter this orientation planform

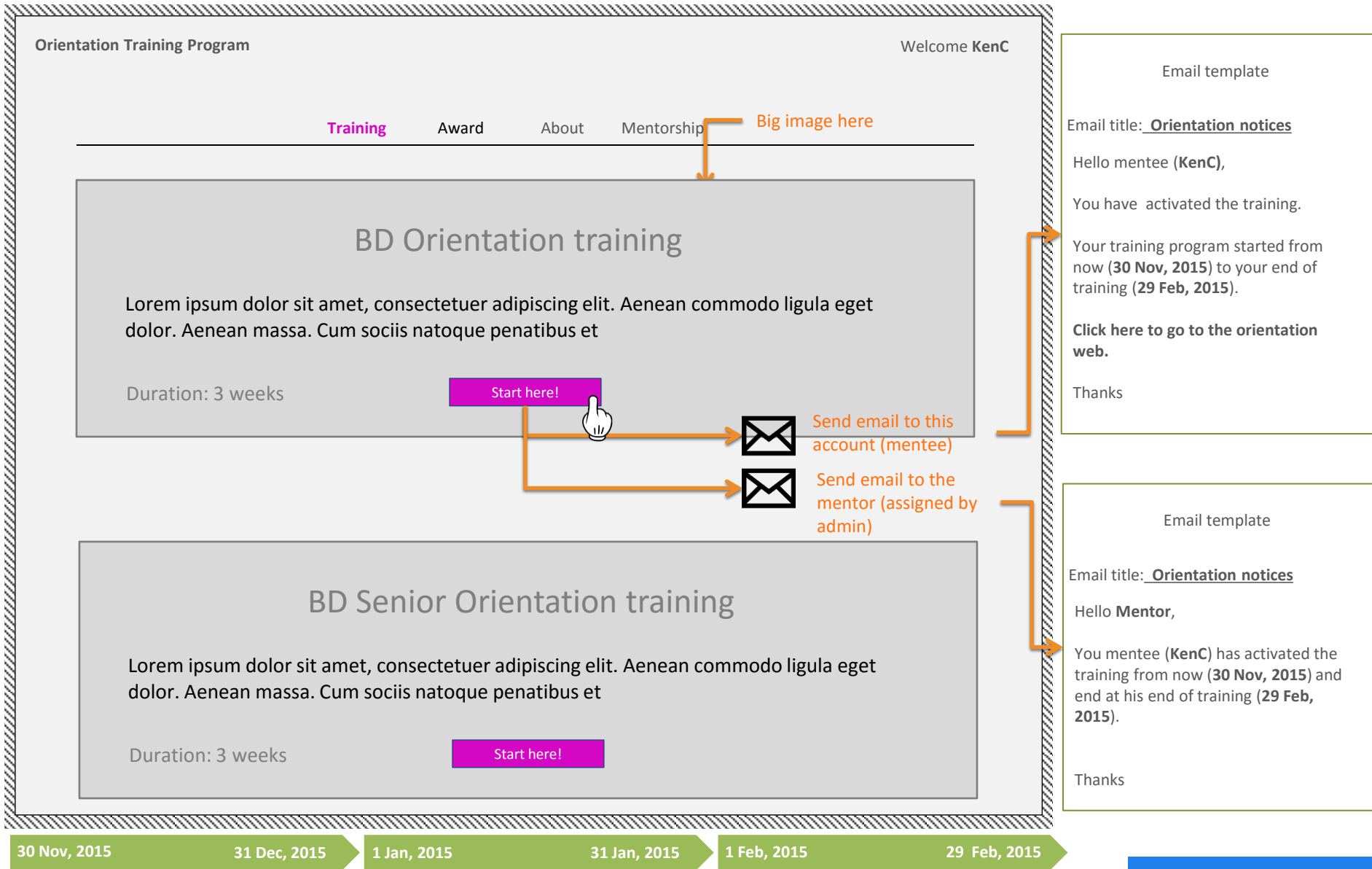


System will check if the user_id is match in our database or not.
- If match, go to 1.1.0
- If not match, go to error page

error page



1.1.0 Mentee – Training – first start



↑
30 Nov, 2015

Identity: mentee

1.1.1 Mentee – Training – didn't activate within 2 weeks

If 2 weeks later, mentee still didn't activate the training, email will be sent to mentee to remind him to activate.

14 Nov, 2015

30 Nov, 2015 31 Dec, 2015 1 Jan, 2015 31 Jan, 2015 1 Feb, 2015 29 Feb, 2015



Email template

Email title: Orientation notices

Hello KenC,

You didn't activate the training yet, please activate and start learning as soon as possible!

Click here to go to the orientation web.

Thanks

If the join date is later than 2 weeks when creating the user account, email will sent to mentee to remind him to activate the course as well.

27 Nov, 2015

30 Nov, 2015 31 Dec, 2015 1 Jan, 2015 31 Jan, 2015 1 Feb, 2015 29 Feb, 2015



1.2.0 Mentee – Training – after activation

Orientation Training Program Welcome KenC

Training Award About Mentorship

Month 1 Month 2 Month 3

30 Nov, 2015 1 Jan, 2015 1 Feb, 2015

Week 1 Week 2 Week 3 Week 4

Week 1: Introduction of

- 1.1 Overview
- 1.2 Team overview
- 1.3 Key people
- 1.4 Collaborate among teams
- 1.5 Ongoing key projects
- 1.6 Interact with SP as business consultants
- 1.7 Write feedback/ analysis/ summary

All feedback/analysis/summary

Both way will go to next slide

30 Nov, 2015 31 Dec, 2015 1 Jan, 2015 31 Jan, 2015 1 Feb, 2015 29 Feb, 2015

- All material are available and clickable

[State: Finished]
Mentee need to click on the tick when finish the task

[State: Pending to finish]

1.2.1 Mentee – Training – Web Form for feedback/ analysis/ summary

The screenshot shows a web interface for the "Orientation Training Program". At the top right, it says "Welcome KenC". Below the title is a navigation menu with "Training" (highlighted in pink), "Award", "About", and "Mentorship".

Below the navigation menu are three month selection buttons: "Month 1" (highlighted in pink), "Month 2", and "Month 3". Under "Month 1" is the date "30 Nov, 2015". Under "Month 2" is "1 Jan, 2015". Under "Month 3" is "1 Feb, 2015". A mouse cursor is pointing at the "Month 1" button.

On the left side, there is a vertical list of week selection buttons: "Week 1", "Week 2", "Week 3", and "Week 4".

The main content area is titled "Write feedback/ analysis/ summary". It contains a rich text editor with a toolbar featuring icons for undo, bold, italic, underline, strikethrough, font color, text color, bulleted list, numbered list, and indent. The font is set to "Helvetica" and size to "14". The text area contains two paragraphs of Lorem Ipsum text.

At the bottom of the main content area, there is a pink button labeled "All feedback/analysis/summary" on the left, a pink button labeled "Save" on the right, and a note in orange text: "All notes saved here and editable" with an orange arrow pointing to the text area.

30 Nov, 2015

31 Dec, 2015

1 Jan, 2015

31 Jan, 2015

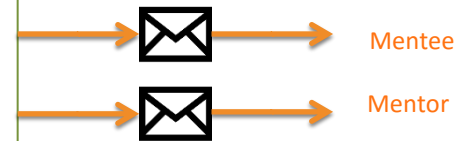
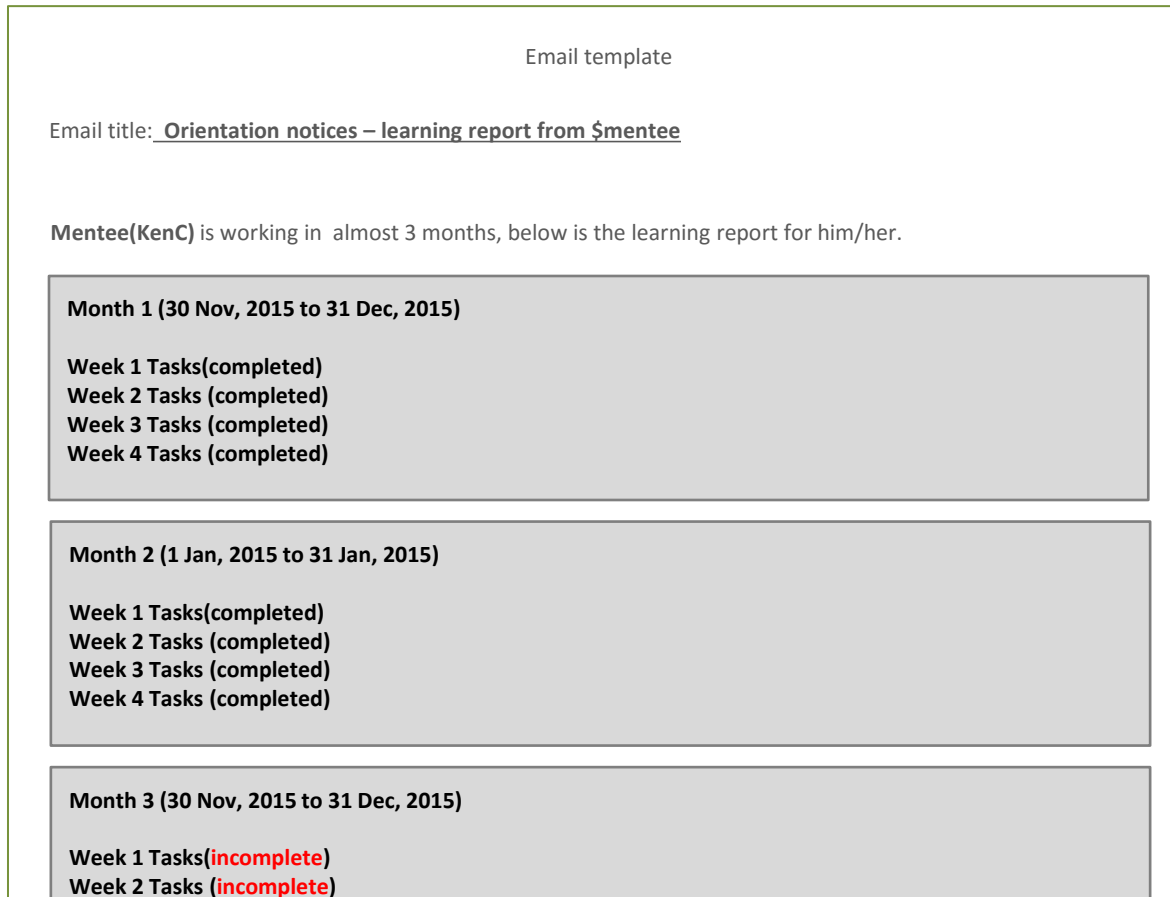
1 Feb, 2015

29 Feb, 2015

↑
NOW

Identity: mentee

1.2.2 Mentee – Training – Email for learning report



Mentee and mentor will receive a “learning report” from this mentee



1.3.0 Mentee – Award

Orientation Training Program

Welcome KenC

Training

Award

About

Mentorship



You got **100** points!

- How the gain point?
- **Discuss later**

1.4.0 Mentee – About

Orientation Training Program

Welcome KenC

Training Award **About** Mentorship

About overall training program.... (TBC)

- Other training selections.....
- Learning

1.4.0 Mentee – Relationship

Orientation Training Program Welcome KenC

[Training](#) [Award](#) [About](#) **[Mentorship](#)**

Your mentor

<p>Wendy Leung</p> <p>Contact: XXXXXXXX Email: wendyl@company.com</p>	<p>Locus Chan</p> <p>Contact: XXXXXXXX Email: locusc@company.com</p>
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Mentors in

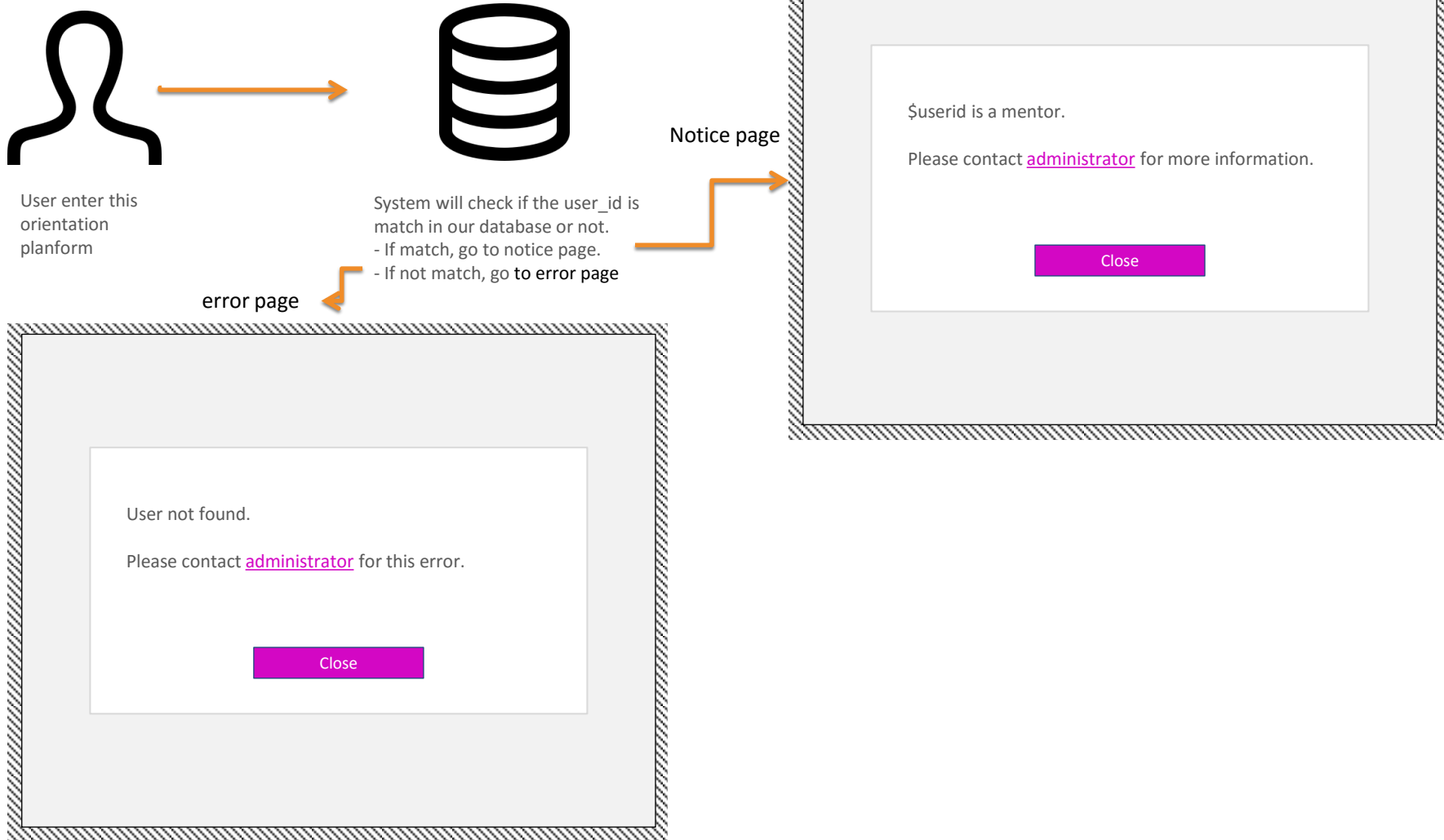
<p>Wendy Leung</p> <p>Contact: XXXXXXXX Email: wendyl@company.com</p>	<p>John Chan</p> <p>Contact: XXXXXXXX Email: johnc@company.com</p>	<p>Peter Pan</p> <p>Contact: XXXXXXXX Email: peterp@company.com</p>
<p>Viola Poon</p> <p>Contact: XXXXXXXX Email: violaP@company.com</p>	<p>Mark Leung</p> <p>Contact: XXXXXXXX Email: markl@company.com</p>	<p>Sally Chow</p> <p>Contact: XXXXXXXX Email: sallyc@company.com</p>

[BD]ORIENTATION PLATFORM

Feature: 2.0 Mentor

2.0 Mentor

- Mentor can login to system but no function/feature.



[BD]ORIENTATION PLATFORM

Feature: 3.0 Admin

3.0 Admin

- This is the Content Management System (CMS) part.

3.0.1 Mentee - Login

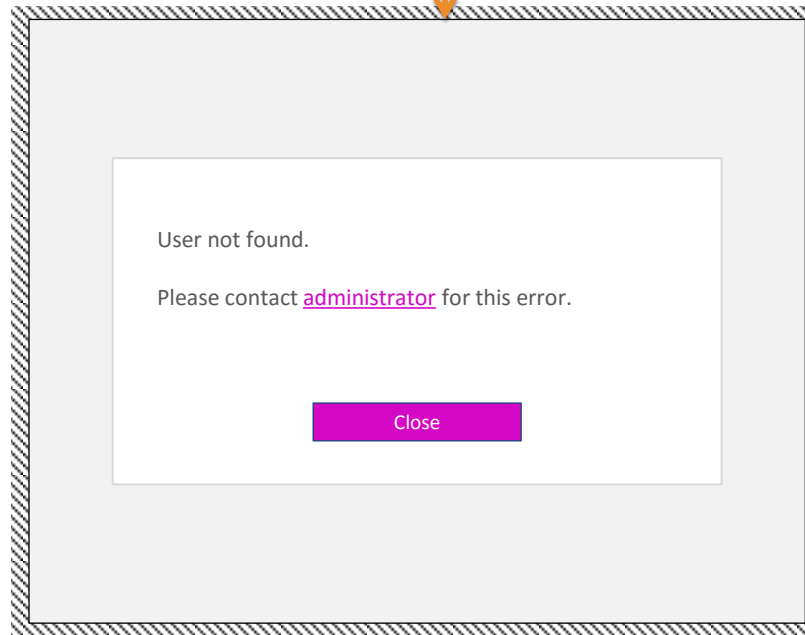


User enter this orientation planform



System will check if the user_id is match in our database or not.
- If match, go to 3.1.0
- If not match, go to error page

error page



3.1.0 Admin – Training – Month

Orientation Training Program Welcome KenC

Training Users

Training Course

Action

BD Training Course	[Delete] [Assign mentee] [Profile]
BD Senior Training Course	[Delete] [Assign mentee] [Profile]

Add / Edit new training profile

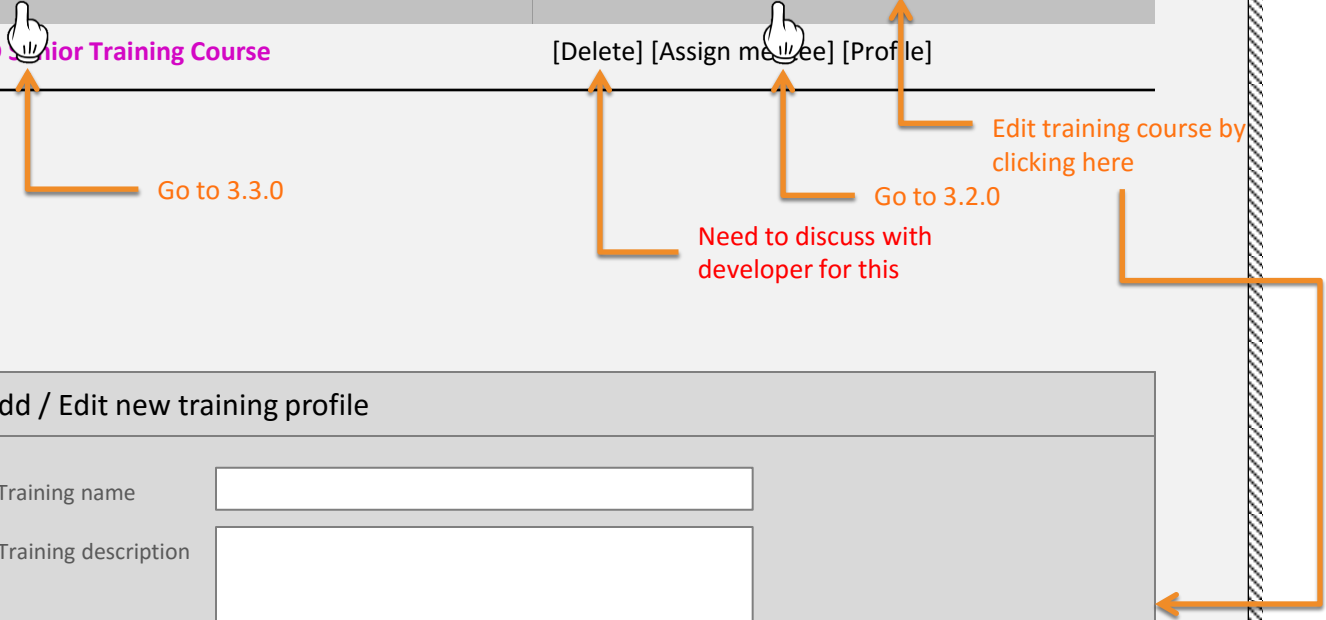
Training name

Training description

Type of training

Upload cover image

- Delete function: Need to discuss with developer for this



3.2.0 Admin – Training – Assigning mentee to course

Orientation Training Program Welcome KenC

Training Users

<<Back “BD Training Course”

All staff

➡➡➡➡

- Staff A
- Staff B
- Staff C
- Staff D
- Staff E
- Staff F

Assigned Mentee

←←←

- Leo Leung
- Roman Chan

Confirm

- For user database, pending for discussion with M&S team

3.3.0 Admin – Training – Month

Orientation Training Program Welcome KenC

Training Users

[<<Back](#) "BD Training Course" | Month

	Action
Month 1	[Delete]
Month 2	[Delete]

- Must delete all weeks before delete month
- With popup confirmation

Add new month

Month



3.3.1 Admin– Training – Week

Orientation Training Program Welcome KenC

Training Users

[<<Back](#) “BD Training Course” | Current Month: **Month 1**

	Action
Week 1	[Delete]
Week 2	[Delete]

- Must delete all tasks before delete week
- With popup confirmation

Add new week

Week

Add


3.3.2 Admin– Training – Task

Orientation Training Program Welcome KenC

Training Users

<<Back “BD Training Course” | Current Month: **Month 1** | Current week: **Week 2**

Action	
1.1 Overview	[Delete]
1.2 Team overview	[Delete]

 With popup confirmation

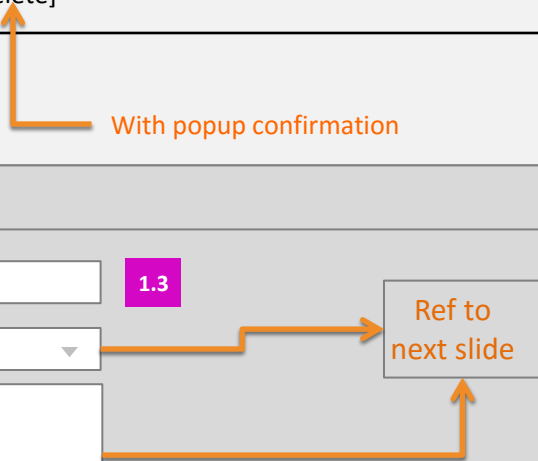
Add new task

Task name 1.3

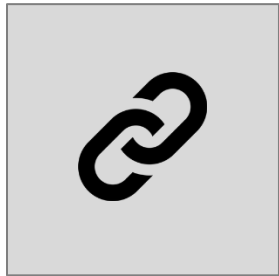
Task type

External website URL

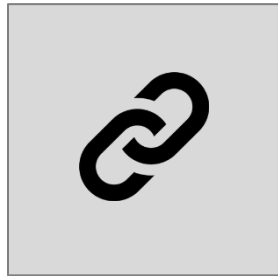
Ref to next slide



3.3.3 Admin- Training – Type of tasks



External website



Internal website

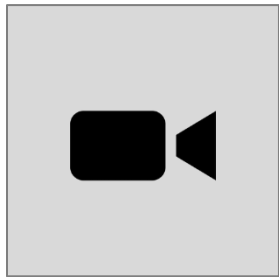


Internal file server link

External website URL

Internal website URL

Internal file server URL



Video, Youtube



Webpage written by admin



Web Form for feedback/analysis

No input field needed

Internal file server URL



3.4.0 Admin – Users – Create User account + assign user level

Orientation Training Program Welcome KenC

Training **Users**

User | Mentorship | Report

User id

User email

Join date

M	T	W	T	F	S	S	
					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

Today Done

User level **Mentor** | Mentee | Admin

Save

User list

User ID	User level	Action
kenc	Mentee	[Edit]
wendyl	Mentor	[Edit]

Identity: admin

3.4.1 Admin – Users – Create User account + assign user level

Orientation Training Program Welcome KenC

Training **Users**

User Mentorship Report

User id

User email

Join date

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Today Done

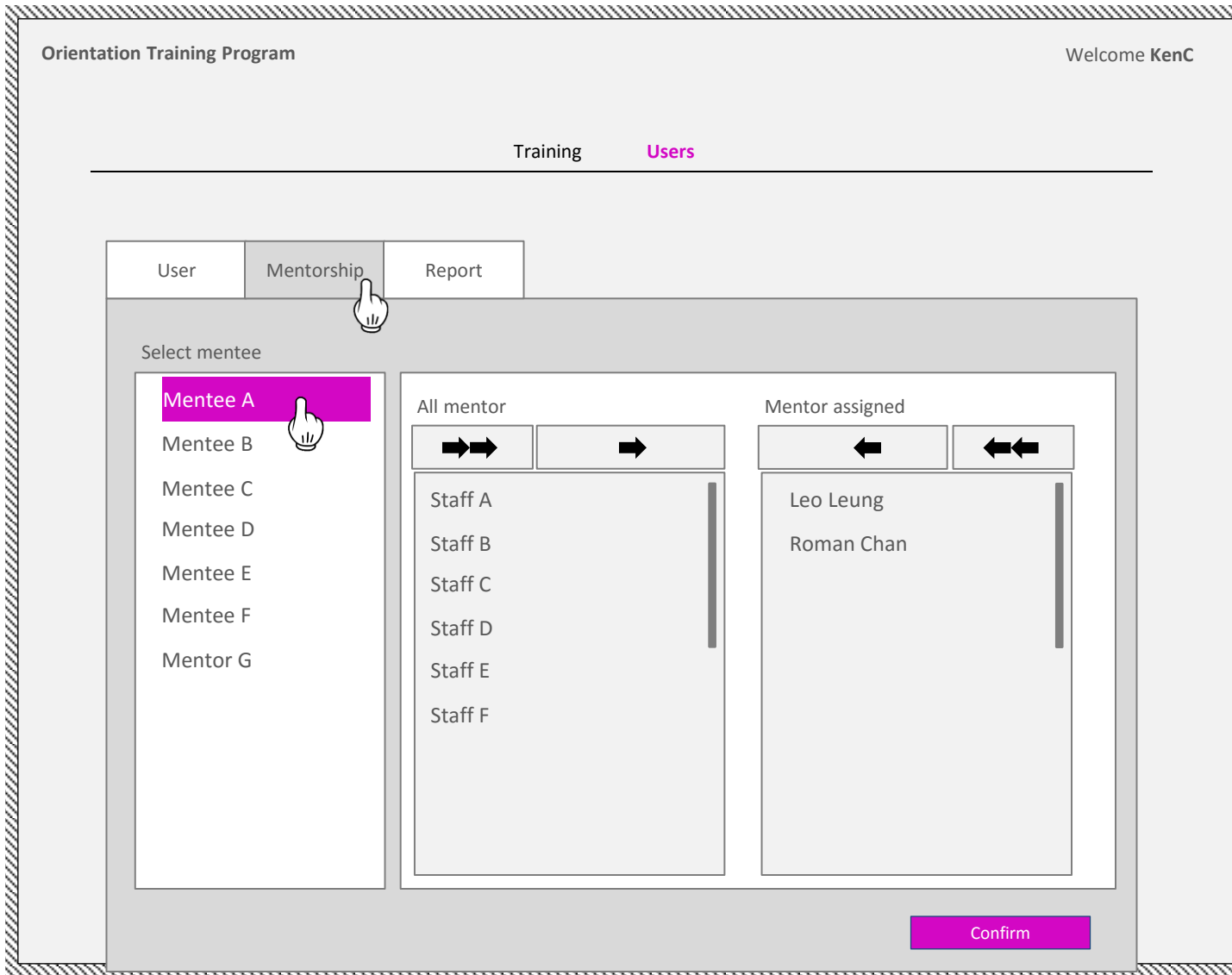
User level Mentor Mentee Admin

User list

User ID	User level	Action
kenc	Mentee	[Edit]
wendyl	Mentor	[Edit]

Identity: admin

3.4.2 Admin – Users – Assigning relationship between mentee and mentor



3.4.3 Admin – Users – Report from mentee

Orientation Training Program Welcome KenC

Training **Users**

User Mentorship **Report**

Select mentee

- Mentee A**
- Mentee B
- Mentee C
- Mentee D
- Mentee E
- Mentee F
- Mentor G

Month 1 (30 Nov, 2015 to 31 Dec, 2015)

Week 1 Tasks (completed)
Week 2 Tasks (completed)
Week 3 Tasks (completed)
Week 4 Tasks (completed)

Month 2 (1 Jan, 2015 to 31 Jan, 2015)

Week 1 Tasks (completed)
Week 2 Tasks (completed)
Week 3 Tasks (incomplete)
Week 4 Tasks (incomplete)

Month 3 (30 Nov, 2015 to 31 Dec, 2015)