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## INFORMATION ARCHITECTURE:

### Synopsis about Project

Binder 2, Annotated, IA, PM, CT Projects

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#### My Accomplishments

##### Instructional Design Plan Report—Based Upon The ADDIE Model

During this project, did: Information Architecture, project management, technical writing, editing, instructional design, subject matter expert, usability testing, report and plan.

The Instructional Design Plan or report is a formalized model for instructional design, using the ADDIE model. Instructional Designers identified a performance gap, since soccer coaches have completed the training program, yet still cannot perform at a level of excellence on the soccer field. Many reasons why the previous training program proved ineffective was that coaches still did not know how to behave in a professional manner while coaching. Other reasons might be: coaches did not know how to coach children in a certain age group, making inappropriate remarks and discouraging young soccer players, or they had a difficult situation come up and did not know how to professionally resolve the matter. The methodology used for this Instructional Design Plan (formal ADDIE model) was a formative evaluation and summative evaluation.

Items included for this **Corporate Training and Instruction Design Plan** project:

- Report: **The Certification Process and Training Program Recommendations: Regional Training for Youth Soccer Coaches**
  - Research
  - Detailed, in-depth instructional design plan
  - Working within guidelines of The ADDIE Model
  - Questionnaire
  - Writing
  - Editing
  - Document design
  - Interviewing
  - Final presentation
  - Team work
- Final report
- MS PowerPoint, MS Word, Adobe Creative Suite
- Effective project management and team leadership
- Did extensive IA, PM, CT, TPW<sup>1</sup>, research, writing, editing, presenting
- [http://www.stevenheitman-ia.com/html/portfolio\\_IA\\_MAEd\\_SKILLS\\_1.html](http://www.stevenheitman-ia.com/html/portfolio_IA_MAEd_SKILLS_1.html)

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<sup>1</sup> IA = Information Architecture; PM = Project Management; CT = Corporate Training; TPW = Technical & Professional Writing



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#### **My Accomplishments**

##### **Information Architecture—A Tutorial to Learn How to Make Usability Assessments**

During this project, did: Information Architecture, project management, technical writing, editing, instructional design, report and plan.

Items included for this **Information Architecture and Corporate Training** project:

- Introduction and social need
- Course goal
- Instructional strategy
- Content outline
- Questions and matrix
- Matrix of Information Architecture for usability testing
- Scope of work
- Key considerations
- Target audience(s)
- Technical information
- Development process
- Timeline and deliverables
- Budget estimate
- Project assumptions
- Final report
- MS Word, Adobe Creative Suite
- Project successfully completed and on time
- Effective project management and team leadership
- Did extensive IA, PM, CT, TPW, research, writing, editing, presenting
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#### **My Accomplishments**

##### **Information Architecture—E-Learning Critique**

During this project, did: Information Architecture, project management, E-Learning critique, technical writing, editing, instructional design, report.

Items included for this **Information Architecture and E-Learning Critique** project:

- E-learning program at Ohio University
- What is Information Architecture?
- Curriculum design of training program
- User interface and navigational systems designs on Website
- Relevant content developed at Online-Learning.com
- How people work
- User interface analysis outlines
- Project 1: introduction
- Project 2: domain analysis
- Project 3: user role analysis
- Project 4: functional analysis
- Conclusion of E-learning critique
- Final report and critique
- MS Word, Adobe Creative Suite
- Project successfully completed and on time
- Effective project management and team leadership
- Did extensive IA, PM, CT, TPW, research, writing, editing, presenting
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#### **My Accomplishments**

##### **Information Architecture—E-Learning Project for Sleepaway Wilderness Safety Project—Flashform E-Learning Modules 1-3**

During this project, did: Information Architecture, project management, technical writing, editing instructional design, report and plan.

Items included for this **Information Architecture and Flashform E-Learning Modules 1-3** project:

- E-Learning proposal
- E-Learning instructional design plan (ADDIE model)
- E-Learning progress report
- E-Learning progress report
- E-Learning formative evaluation test (usability testing) plan
- E-Learning usability testing documentation and results
- E-Learning presentation
- E-Learning conclusion
- Final report
- MS Word, Adobe Creative Suite, Flash, Flashform
- Project successfully completed and on time
- Effective project management and team leadership
- Project included online working prototype built in Flashform with videos
- Project included design and layout of learning materials
- Project included doing Information Architecture and usability testing
- Did extensive IA, PM, CT, TPW, research, writing, editing, production work, presenting
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#### My Accomplishments

##### **Project Management Plan and Report—Development of Curriculum Plan— Strategies for Successfully Training a Concert Pianist**

During this project, did: Project management, technical writing, document design, editing, instructional design, report and plan.

Items included for this **Project Management Plan and Report** project:

- Brief overview of project definition
- Project definition
- Brief overview of team planning
- Team planning
- Project overview
- The infrastructure checklist
- WBS worksheet
- Project sequencing
- Activity cost and time estimating
- Brief overview of critical path
- Gantt chart: critical path
- Brief overview of Pert chart (nodes)
- Performance improvement program
- Brief overview of intangible benefits
- Measurement of financial analysis report
- Brief overview of conclusion
- Conclusion and presentation of project
- Final report
- OmniPlan, MS Word, Adobe Creative Suite
- Project successfully completed and on time
- Effective project management and team leadership
- Did extensive IA, PM, CT, TPW, research, writing, editing, production work, presenting
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#### My Accomplishments

##### Distance Education & Relevance of Information Architecture

During this project, did: **Live Broadcast Session 11** at The University; Project management, technical writing, document design, editing, instructional design, report and plan.

Items included for this **Distance Education & Relevance of Information Architecture** project:

- **Live Broadcast Session 11** at The University
- Topic: Information Architecture and usability testing, including Website Audits
- Q: What is distance education?
- Q: What is Information Architecture (IA)?
- Introduction to user-centered design—synopsis
- Q: What is a good IA model to follow?
- A: The IA Model:
  1. Design research
  2. Concept generation
  3. Creation of scenarios
  4. Wire frame mockups
  5. Prototyping
  6. Usability testing
  7. Implementation
  8. System testing
- Information Architecture (IA) resources
- Assignment (at end of program and due next week)
- Designed course and built online prototype using iLearn
- Additional downloads included on iLearn
- Conclusion and presentation of project
- Handout about The IA Model created in MS PowerPoint
- Final report
- MS Word, Adobe Creative Suite, iLearn
- Internet Live Broadcast Channel
- Project successfully completed and on time
- Effective project management and team leadership
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#### My Accomplishments

##### Corporate Training & Photoshop

During this project, did: **Photoshop**, project management, technical writing, document design, editing, instructional design, final project.

Items included for **Photoshop** projects:

- How to Use Yahoo! Messenger
- Movie Poster
- Business Card
  
- Basic to advanced functions of Photoshop
- Other numerous creative projects relevant to Information Architecture as well as Corporate Training
- Marketing collateral
- Interface design
- Collage design
- Photographic design
- Graphic design
- Typography
- Color theory
- Layout and design
- Final report and presentation
- MS Word, Adobe Creative Suite
- Project successfully completed and on time
- Effective project management and team leadership
- Did extensive IA, PM, CT, TPW, research, writing, editing, production work, presenting
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#### My Accomplishments

##### Interface Design—Information Architecture—Review: Documentation

During this project, did: Information Architecture, project management, technical writing, document design, editing, instructional design, final project.

Items included for **Interface Design and Critique** project:

- <http://www.arims.org.il/artist.htm>
- On Information Architecture—who are the users?
- Information chunk—gestalt principle, amount of information
- Relevance—graphics, content, reading level, text
- Labeling—visual with text
- Consistency—visual with text
- Detail—is there too much on one page or one screen?
- Other comments
- On interactivity—orientation—can you find the path and know your way around?
- Navigation—branching
- Functionality—does it work?
- Information access—multiple entry and exit and logical path?
- Other comments—on screen design
- Attractive—what was your first impression of Website?
- Resolution
- Color
- Layout
- Readability
- Other comments
- Hommage A Rubinstein
- Opinions
- Conclusion
- Final report
- MS Word, Adobe Creative Suite
- Project successfully completed and on time
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#### My Accomplishments

##### Use Case 1: Installing Copper RAMSINKS

During this project, did: Information Architecture, project management, technical writing, document design, editing, instructional design, final project.

Items included for **Use Case (Interaction Design)** project:

- Designing Use Case 1
- Scope
- Level
- Preconditions
- Minimal guarantee
- Success guarantee
- Primary actor
- Trigger
- Main success scenarios for end user
- Overview
- Warning
- Safe precautions
- Supplies and tools in kit used for installation
- Preparing RAMSINKS and surfaces
- Installing RAMSINKS
- Final report
- MS Word, Adobe Creative Suite
- Project successfully completed and on time
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#### My Accomplishments

##### E-Learning—Usability Test

During this project, did: Information Architecture, project management, technical writing, document design, editing, instructional design, final project.

Items included for **Usability Test** project:

- Formative evaluation test plan
- I. Problem statement
- II. Representative sample of end users
- III. Usability testing environment
- IV. Data collection
- Task 1: first impressions
- Task 2: structured exploration
- Task 3: navigation—E-Learning module
- Task 4: complete a task
- Task 5: post-test interview
- Task 6: retention after structure exploration
- Task 7: results
- Conclusions from usability testing session
- Findings and recommendations for changes
- Final report included with instruction design plan
- Final implementation in Flashform
- Final usability testing and interface design implemented successfully
- Final report
- MS Word, Adobe Creative Suite
- Project successfully completed and on time
- Effective project management and team leadership
- Did extensive IA, PM, CT, TPW, research, writing, editing, presenting
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