Team Document Redesign Project (TDRP)

Contents

What to Do

Students will work in the same teams from the TIP to collaborate on revising a document for the UTA FabLab. You will need to examine and analyze the current document and prepare a problem analysis and plan of action of how to proceed. You will also want to consult with SME and conduct any needed usability testing for the documentation and update it as necessary. You will also need to update any graphics and the document itself to reflect the new UTA FabLab style guide.

Make sure you communicate outside of class about your team project. This project should take more time to complete than you will have in class. Indeed, I will assign this project early in the term, but you will need to work on it over the course of the term. I require two **progress reports**—memos in which you report on your teams progress on this project and identify any problems and your plans for addressing them.

Do NOT plan to have all of every class period before the due date to work on your project. In fact, you will need to devote out-of-class time to complete this project.

Project Requirements

Your TDRP must include the following components:

- An introduction for the document (of appropriate size to the format and scope)
- Numbered instructional steps with helpful, instructional **images** and graphics, with captions, as needed
- Black & white (see how your graphics look in grayscale)

- Adhere to the **TIMP Style Guide** and add to it as necessary for your TDRP. I have consulted with the FabLab staff—in association with the UTA Identity Guide—to develop this Style Guide to ensure that your documents have consistent design that matches their expectations and needs.

What to Turn In (Deliverables)

You **must** include the following documents when you submit the final draft on Blackboard. You can submit multiple files on Blackboard for this purpose. If you fail to include one or more of these documents, you will suffer penalties to your grade.

- Prepare an **audience profile** in which you analyze your target audience (UTA FabLab users) (-10 if missing)
- Prepare a quick **thumbnail** sketch to brainstorm how to design/layout the document—focusing on the different **kinds** of pages you plan to have: cover page, table of contents, pages with heading and body paragraphs, references, tables, instructions, and so on. **You do not need to do a thumbnail for each, individual page**. Use lines for paragraphs, determine what information goes where, and what kinds of graphics you want to use. You can upload a scanned or photographed image of your thumbnail with the final draft. (-5 if missing)
- Develop a **style guide** to go with your TDRP. Since we have a general TIMP Style Guide, you will add whatever changes your team makes. (-10 if missing)
- Record your work progress on the project using **project logs:** each team member should keep an individual project log, and the team should keep a team log for collective/all-together activities. (-10 if missing)
- Keep **minutes for your team meetings**, identifying who is present, when and where they occurred, and what decisions the team made and what responsibilities the team decided upon for members (who is responsible for doing what). Include a copy of these minutes with your final draft. (-10 if missing)
- Conduct a **usability test of your TDRP and write a 2-page memo** to Dr. Worlow that details the results of your usability test and the changes you implemented for your TDRP final draft. (-25 if missing)
- As a team, prepare a 3-page **group reflection memo** on your experience on this project from the perspective of Maker's Literacies. **More information on this component is forthcoming.** (-25 if missing)
- Submit these documents (DOC or PDF) along with your **final TDRP (Word and PDF format)** on Blackboard by the deadline for this assignment.

Project Schedule

September 28	FabLab orientation (**Meet at FabLab**)
November 2	TDRP Progress Report 1 **Due**
November 16	TDRP Progress Report 2 **Due**
November 28	TDRP Draft 1 **Due** TDRP Workshop
November 30	TDRP Workshop TDRP Draft 2 **Due**
December 5	TDRP Workshop TDRP Final Draft **Due by 11:59 PM**

TDRP Rubric

- **Audience Analysis** (10%): Successful assignments consider their audience in terms of design and text.
- **Grammar/Spelling/Punctuation** (10%): Successful assignments avoid **any** grammar, spelling, punctuation, or capitalization errors.
- **Writing Style** (20%): Successful assignments avoid the writing style problems described in the textbook and in class, especially
  - No Actor in Subject & Passive Voice
  - No Action in Verb
  - Subject/Verb Separation
  - Non-Specific Language
  - Unnecessary Words
  - Negative Language
  - Paragraphs use effective topic sentences, clear organization, and transitions.
- **Overall Design (20%):** Successful assignments use an appropriate and consistent design, including (as appropriate):

Page Layout	Spacing	Body (serif)	Paragraph Chunking
Contrast	Alignment	White Space	Bulleted/Numbered Lists
Headings (sans serif)			

  - Avoid awkward or excessive white space and leaving anything that looks out of place, crowded, or otherwise unappealing.
  - Use color to lead the eye, not to decorate.
  - **Avoid centering.**
  - In addition, your TDRP should adhere to the TIMP Style Guide.
- **Headings & Subheadings** (10%): Successful assignments use appropriate heading sizes, fonts, spacing, color, capitalization, and punctuation.
- **TDRP Specific (30%):** Successful assignments adhere to the following requirements:
  - Final Document must look like a professional product (no handwritten, taped, or unprofessional touches)
  - Includes a detailed materials list
  - Includes one action per step and begins each step with an action verb
  - Uses properly labeled teaching images

- o Includes safety warnings
- o Uses accurate instructions that the instructor can easily test or have any average 18+ year old, sober person follow as part of testing the instructions, and following the instructions exactly must provide an acceptable result
- **Deliverables**: You **must** include the following documents when you submit the final draft on Blackboard. You can submit multiple files on Blackboard for this purpose. If you fail to include one or more of these documents, you will suffer penalties to your grade.
  - o Prepare an **audience profile** in which you analyze your target audience (UTA FabLab users) (-10 if missing)
  - o Prepare a quick **thumbnail** sketch to brainstorm how to design/layout the document—focusing on the different **kinds** of pages you plan to have: cover page, table of contents, pages with heading and body paragraphs, references, tables, instructions, and so on. **You do not need to do a thumbnail for each, individual page.** Use lines for paragraphs, determine what information goes where, and what kinds of graphics you want to use. You can upload a scanned or photographed image of your thumbnail with the final draft. (-5 if missing)
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