Final Project Design Document

Purpose:

This website will provide an overview of the Document Imaging Program using Nolij Web. Campus offices whose business processes include the collection and storage of student specific documents can convert a paper intensive business process into a paperless (electronic) business process. This program can be extended to any department whose primary database is Peoplesoft. The conversion process will be outlined step by step to guide users through each phase: needs assessment, requirements gathering, design/development, testing, and user acceptance.

Needs Assessment:

Needs assessments have been conducted periodically through f2f meetings with university departmental personnel and with members of the Document Imaging Committee. Assessments include questions about their current business process (data models are sometimes created), their expectations for their new business process (which includes a gap analysis), a brief ROI assessment (covers potential costs for scanners versus the cost savings of file cabinets, folders, etc.), a review of training needs, development of a tentative timeline, etc.

From these assessments it is easy to determine FAQs:

- What is Document Imaging?
- What is Nolij Web and how does it work?
- What cost is involved?
- Is there training available?
- What do we need to do?
- How long will it take to set this up?
- What about security?
- Can we use our student staff to do the scanning?
- Tips and Tricks to developing a better business process
- Tips and Tricks to using Nolij Web
- Common error messages

Audience:

The audience for this website includes:

- University personnel who handle daily business processes that relate to the ‘student folder’, the ‘employee folder’, the ‘vendor folder’, and the ‘donor folder’.
- University personnel who need to access information in the ‘student folder’, the ‘employee folder’, the ‘vendor folder’, and the ‘donor folder’.
- Current users of Nolij Web
- Document Imaging Committee members (representatives from campus offices who are using Nolij Web)
- Members of other universities who want to move to a paperless system.
Content/Subject and its fit with web site goals:

Subject matter that will be included:

- An overview of the Document Imaging Program at UA (history/development)
- An explanation about the goals (benefits) of the program (to move to a paperless system)
- An overview of Nolij Web (what it is and its basic functionality)
- An overview of the Document Imaging Committee
- Future plans for the DI program
- Presentation of the ‘Process’ to get ‘inquiry access’ to documents that currently exist in the virtual folders (includes requesting access to and loading the software, etc.)
- Presentation of the ‘Process’ to begin ‘scanning’ in to Nolij Web
- Options to ‘share’ documents
- Profiles of improvements to business operations
- Scanner information (what to purchase, how to use, support program)
- FAQs
- Contact information for the Document Imaging Coordinator
- Link to the support desk (to submit requests related to Nolij Web)
- Link to training materials
- Link to seminar (training class) registration
- Link to the Nolij Corporation website
- Link to compatible scanners

This website will create more interest in document imaging and will help the University increase its ROI for this program. It will provide a readily available resource via a URL.

Presentation/Organization of information:

The homepage will be the predominant page. Links to other subject matter will be available from a menu, from text within paragraphs (when appropriate) and at the foot of the page in the form of ‘quick links’. There will be four pages categorized: Program Overview (homepage), Process (getting started with document imaging), Nolij Web (the nitty-gritty about the software), and Other (everything else).

Media, acquisition or development, and rationale for using:

The first determining factor will be to meet the requirements of this assignment but care will be taken to use these tools for presentation of appropriate material. The training materials include pdf formatted text and audio/video material produced using Capteze software. Other pictures or graphical images will be used to place emphasis or to provide clarity. Screen shots of the Nolij Web software logo and interface will be used. There will be a Dashboard to provide statistical data on the growth of the use of Nolij Web. There will be a graphical depiction of a simple workflow from paper to image. Other items may be used but that will be decided as the pages are developed.
Color scheme and rationale:

This website design is for an actual UA site linked from the ITS Division homepage -> Application Services -> Document Imaging. The color scheme is predetermined in keeping with UA standards. However, for the purposes of this assignment, I will use a color scheme and page layout that is similar so that I can transfer the content more easily.

Outline of web site organization:

There will be four pages categorized: Program Overview (homepage), Process (getting started with document imaging), Nolij Web (the nitty-gritty about the software), and Other (everything else).

Homepage
*UA ITS Banner
*Menu
  UA homepage link
  Page links
    *Program Overview
    *Getting Started
    *Nolij Web software
    *More Information
*Content
  Overview of the Document Imaging Program
    *History
    *Benefits
    *Graphical Image of Program growth (dashboard)
    *Future Plans
  Document Imaging Committee
    *Purpose
    *Membership
    *Meeting structure
*Quick Links (footer location)

Getting Started
*UA ITS Banner
*Menu
  UA homepage link
  Page links
    *Program Overview
    *Getting Started
    *Nolij Web software
    *More Information
*Content
  Who to Contact (DI coordinator contact information)
  Profiles: business operations on campus
The Process (for Inquiry access and Scanning)
* Needs Assessment
* Requirements Gathering
* Design/Development
* Testing
* User Acceptance

*Quick Links (footer location)

Nolij Web
* UA Banner
* Menu
  UA homepage link
  Page links
    * Program Overview
    * Getting Started
    * Nolij Web software
    * More Information

* Content
  Overview of the Nolij Web software
  Basic functionality (graphical representation and text)
  Screen shots of User Interface
  Screen shot of Icons with functions noted
  Steps involved in the software application load
  Training information (links to training site from text)
  Scanner information

* Quick Links (footer location)

More Information
* UA Banner
* Menu
  UA homepage link
  Page links
    * Program Overview
    * Getting Started
    * Nolij Web software
    * More Information

* Content
  - Contact information for the Document Imaging Coordinator (repeated)
  - FAQs
  - Link to the support desk (to submit requests related to Nolij Web)
  - Link to training materials
  - Link to seminar (training class) registration
  - Link to the Nolij Corporation website
  - Link to compatible scanners

* Quick Links (footer location)