

Project Management Fundamentals

BUSM20587 Project Management



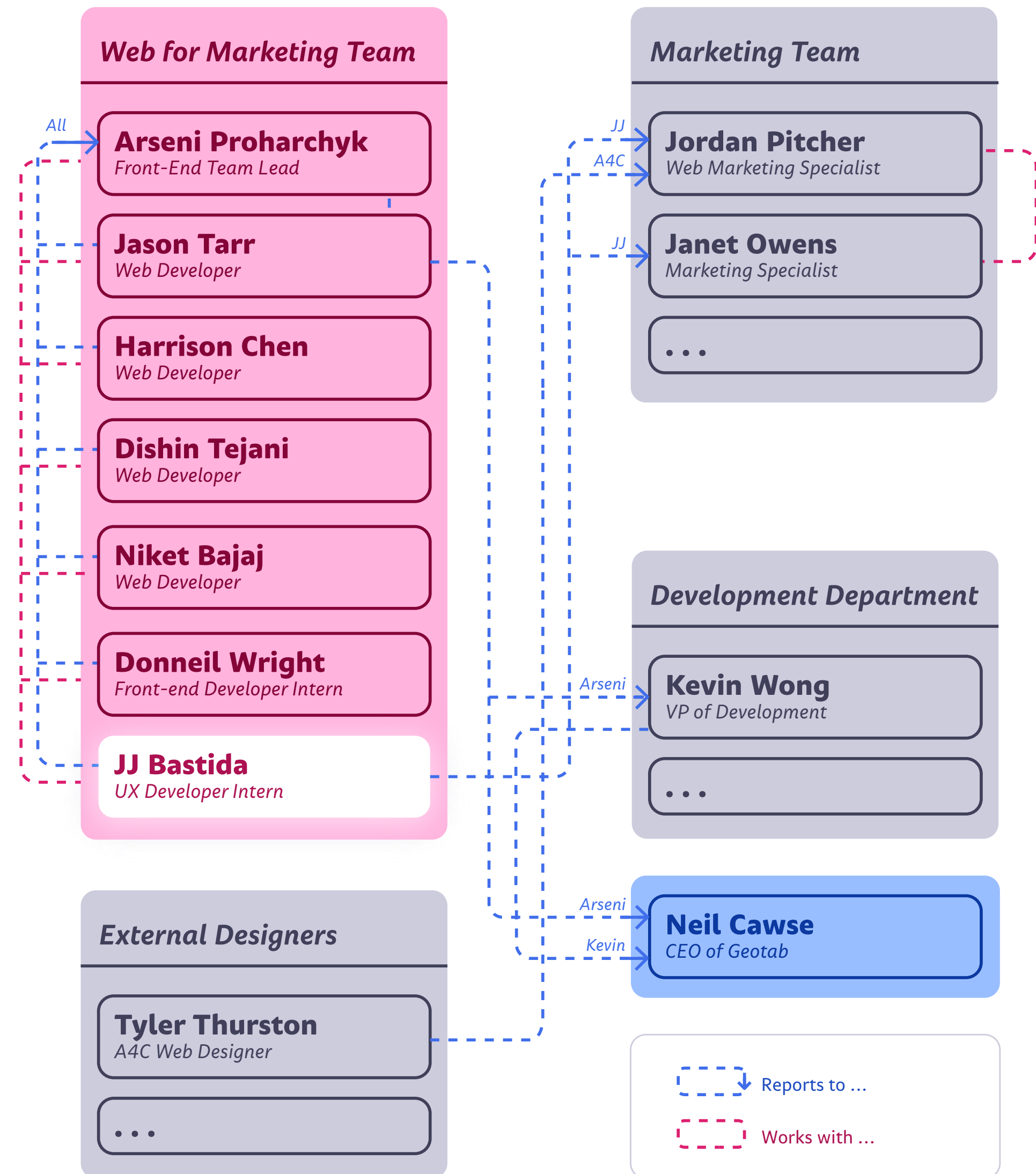
**! This assignment really made me value my worth
● as a designer, it enabled me to explore what I had gained, having worked as an intern at Geotab, and what opportunities that gave me moving forward as an Interaction Designer. To understand the structure of what I gained from Geotab, it is important and valuable to understand the structure at Geotab and how I worked.**

This is an org chart representing the semi-flat structure at Geotab, having started as a small start up, Geotab is now the largest in their market. As it currently stands, the organization has a clear hierarchical team based structure.

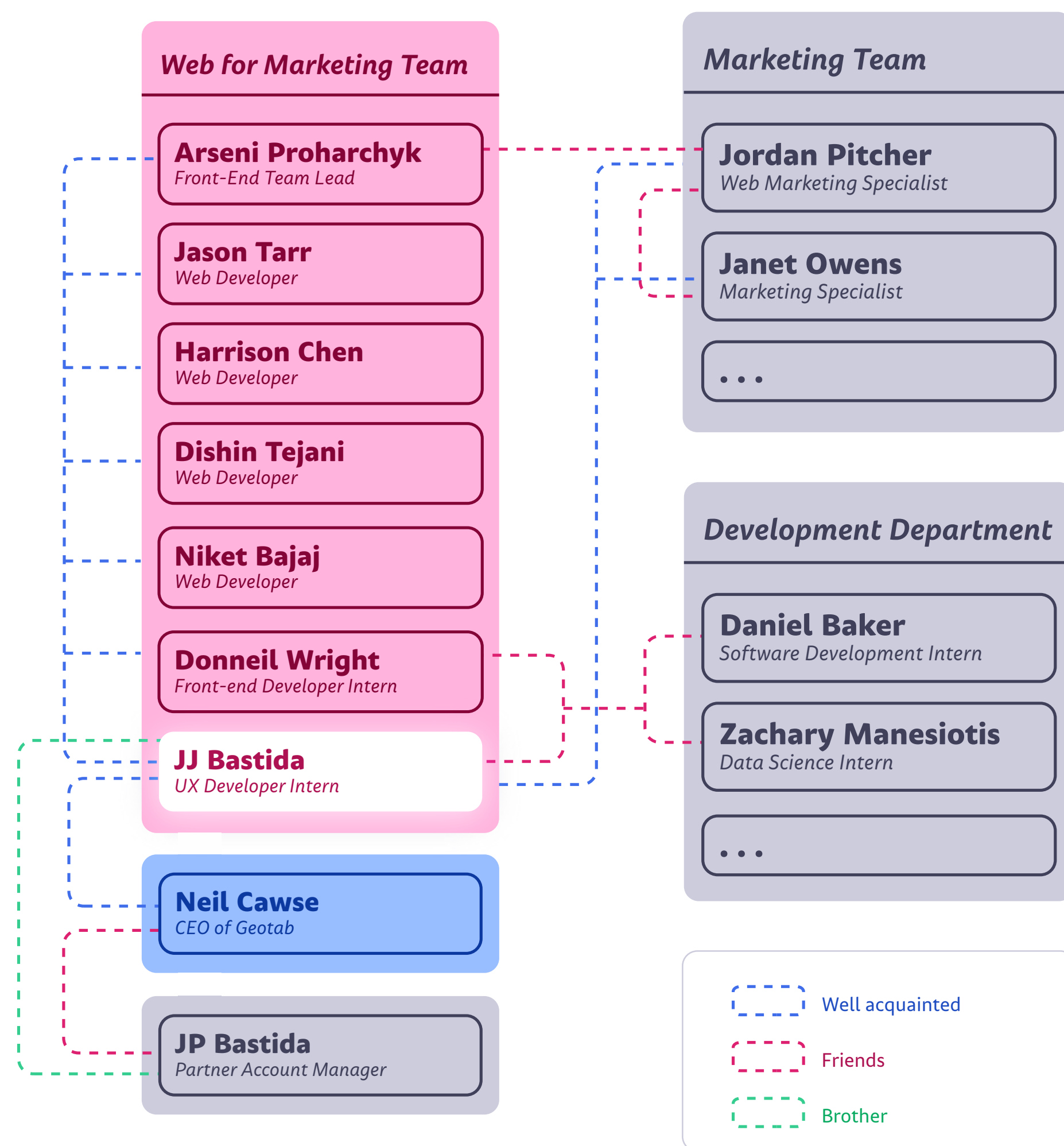
Any time teams need anything from another team or department specific people need to be consulted and there is a clear structure from which people request information.

My team was technically both a part of the Marketing Team, as well as the Development Team. As such, projects are often given from Marketing, Development, and occasionally HR.

Any and all project on the team were presented to Arseni, the team lead, who would then delegate roles within the project to whoever was available to take them within our team. We would also have a daily stand up meeting where we all spoke about the status of the current project(s) we were working on and if we needed any kind of support or assistance with something (Arseni included).



An Org Chart describing the hierarchy at Geotab from the perspective of a UX Developer Intern



An Org Chart describing the relationships at Geotab from the perspective of a UX Developer Intern JuanJose Bastida.

This is just a quick relationship oriented org chart showing how throughout the company I was able to make genuine connections with not only other interns, but the CEO of the company himself (he knows me by name). This is in thanks to my brother and dad (who is also friends with the CEO but does not work at Geotab), who both introduced me to Neil on two separate occasions.

I'm glad that in the time that I've been working at Geotab I have been able to build close relationships that are more than just work acquaintances. This is very much in thanks to the few "team building" days we had. At Geotab we've had barbecues, a beach day, played laser tag (team only), and done an escape room (team only). In addition to all of that, my team goes out to eat every month regularly, and we get a good chance to socialize and grow closer as a team.

Upon reflection, having team building, as well as open communication between teams, individuals, as well as departments, really does help create a safe, positive, and more efficient work environment where it is easier to collaborate with other members of Geotab.

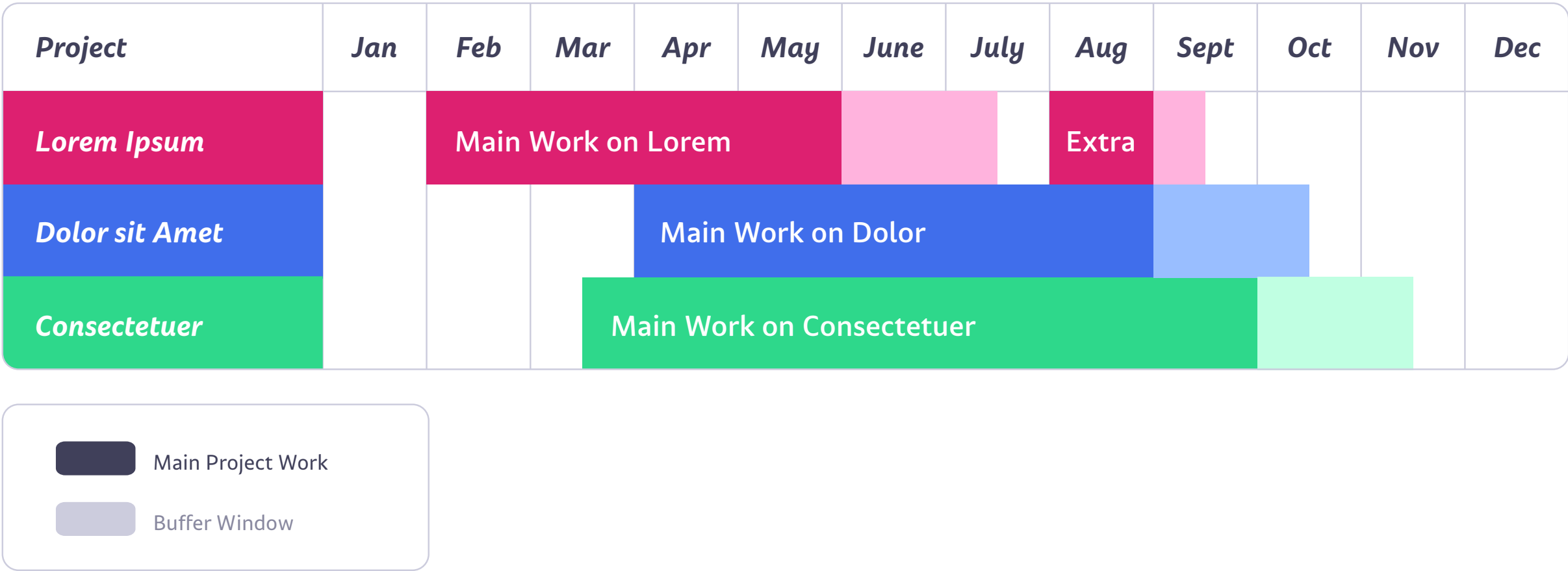
In terms of project management, all large scale projects are placed on a timeline, where the different roles, positions, and descriptions are given. This timeline is set on a month to month scale with buffer, which allows for some wiggle room if something does not go according to schedule or plan. The minute details of the project are discussed with the people working on the project and primarily through the project management tool Jira (in the form of multiple small tickets).

Any and all monetary budgeting decisions are handled by the Finance team, Arseni, and the team responsible for assigning the project. In terms of time, Arseni manages the team based on skills, availability, and time left on a project. Over the summer, I worked on two different projects, one of which I felt I did not have the skills for but grew to understand and learned from the experience (which was exactly why I was assigned to it).

When projects were assigned, and in the event of a deadline not being met, we usually collaborated as a team to find a solution. There was no blame or shame, only if anything,

concern and figuring out how we could help one another.

Processes were always very clearly explained in Jira Tickets, where a clear outline was given and followed when creation and organizing the tickets. Most of our team’s procedures were also documented, or in the process of being documented. Any and all official company wide procedures and processes were very well documented and were read as part of our mandatory on-boarding (it took about a week).



A mock project timeline for the Web For Marketing Team at Geotab, showing projects on a month to month basis.

Design Skills

POPULAR

UX Design *User Experience Design*

is the process of enhancing user satisfaction by improving the usability ,accessibility, and desirability provided in the process before, during, and after an interaction with a product, service, and/or system.

UI Design *User Interface Design*

is the process of designing and creating interfaces for any form of interactive media, UI should look congruent, have clear usability, accessibility, and be visually appealing.

Interaction Design

is the process of designing pleasurable user experiences and enhancing interactions within a product, service, and/or system. This can be done through a variety of different processes and can result in a wide variety of solutions.

Web Design

is the process of designing and creating usable, visually congruent, accessible, and visually appealing web layouts and designs to be implemented for a website, web app, or online interaction.

Animation

is the process of creating a moving picture or image manually or through the help of certain computer programs.

Photo Editing

is the process of manipulating, re-arranging, and modifying images and photographs to improve, alter, or re-imagine their focus.

INTERESTING BUT LESS

Typography

is the understanding of letterforms, visual hierarchy, and the ways in which people parse language to create readable, clear, and beautiful text and letter layouts or systems.

Front End Development

is the process of creating the usable portion of a website, web app, or online interaction. online web experience; understanding and writing clean code that will create usable, visually congruent, accessible, and visually appealing sites.

Asset Design

is the design, creation, and assimilation of visual or technical components that work together on some sort of designed and/or interactive media that will require interaction.

Iconography & Icon Design

is a single highly specific visual explanation or interpretation of a concept or process to accompany or highlight an interaction of some kind.

Motion Graphics

is an animated visual explanation, interpretation, or decoration of a text, concept or process to accompany or highlight a concept or idea.

Information Design

is the process of interpreting and attempting to convey some type of information in a structured, accessible, and visually appealing manner.

Data Visualization

Page 6

is the process of interpreting and understanding data, and presenting the information and data in an understandable, structured, accurate, and visually appealing manner.

OBSCURE AND LESS OBVIOUS

Type Design

is the process of planning, creating, and illustrating typographic letter forms (glyphs) with the purpose of readability, beauty, personality or lack thereof.

Trilingual

is the ability to speak, read, and write three languages fluently.

Accessible Design & Development

is the process of creating or altering physical or digital media to create something that is inclusive to the needs of everyone and minimize any barriers.

Storytelling

is the ability to write and tell stories that inspire and explore set narratives, stories can be told in a number of mediums including but not limited to: print, digital media, animation, documentary, video, etc.

As an Interaction Designer, it is important to value and understand my worth as a designer. As such, the following is a list of design skills, that represent my expertise and where I want to go as a designer.

Technical Skills

POPULAR

Adobe Suite

is a collection of computer, mobile, and tablet applications typically used by some designers, illustrators, editors, animators, and other individuals in a creative field of work.

Microsoft Suite

is a collection of computer, mobile and tablet applications typically used to create base level content, organize information, and/or create presentations.

Google Online Drive Suite

is a collection of online, mobile, and tablet applications typically used to create base level content, organize information, create presentations, polls, and more. Offering a high level of editability and collaborative options.

INTERESTING BUT LESS

Video Editing *Premiere*

is the ability to cut, edit, organize, and direct video content into a concise and clean output.

Graphic Manipulation *After Effects*

is the ability to create, modify, or adapt visual graphics to modify and/or animate them in some form.

Mixed Media Production

is the ability to produce a designed experience using a range of materials and media.

Tableau

is a program with the ability to visualize and create interactive data in a quick and semi-modifiable way.

HTML, CSS, JS *Hypertext Markup Language, Cascading Style Sheets, Javascript*

Are three core code languages that work in tandem to create functioning, visually appealing,

PHP *Hypertext Preprocessor*

is a code preprocessing language created primarily for the web, it is meant to output data or information and not physically render or be traceable.

OBSCURE AND LESS OBVIOUS

SCSS/SASS

is a code preprocessor and pre-compiler that renders as CSS, it is meant to expand the usability and functionalities provided in CSS.

React

is a dynamic web app framework, it is meant to create faster and easier to understand and manage web apps.

VR/AR Development

is the processes of creating, planning, developing, and integrating assets into a Virtual Reality /Augmented Reality setting.

WebGL

is a Javascript API that optimizes the rendering of 2D and 3D graphics with compatible web browsers without the use of plugins to maximise smooth performance of beautiful interfaces or interactions.

Physical Computing

is the process of planning and creating interactive systems using both physical and digital aspects to create some sort of user oriented experience.

As an Interaction Designer, it is important to know my specialties when working in the with specific tools and methods. As such, the following is a list of technical skills, that I as a designer & developer am proficient in.

Relational/Business Skills

POPULAR

Event Planning

is the process of managing a project such as a meeting, convention, ceremony, team building activity, party, or congregation of people, understanding and managing the parts that go into one of those events.

Leadership

is the ability to understand and meet the needs of a group, moving together as a group towards a common goal and addressing issues that may occur in a clear and well developed manner.

Problem Solving

is the ability to autonomously work through issues or problems that may arise without having to rely on others to dictate your work, process, or solution.

Organized

is the ability to manage one's belongings, in an orderly fashion.

INTERESTING BUT LESS

Interpersonal Communication

is the ability to communicate with others with a high degree of understanding and empathy. It is being able to understand and express thoughts, feelings, and ideas.

Active Listening

is the ability to focus one's attention onto the speaker, to try to understand, empathize, and assist the individual speaking (if assistance is required).

Punctual

is the ability to manage one's time to arrive on time to any sort of function, event, or meeting.

OBSCURE AND LESS OBVIOUS

Mentorship

is the ability to guide and teach others within a certain field of understanding. This process is different to that of teaching, in which an individual is more-so instructing someone; mentorship is about guiding and working collaboratively with the mentee to come to some sort of solution to their problem.

Introspective

is the ability to understand one's self and to be able to reflect and improve the person that you are. This does not always include change and generally is also a clear understanding of one's inner strengths and deficits.

As an Interaction Designer, it is important to know my strength when working alongside others and when presenting my work as an individual. As such, the following is a list of “soft” skills, that I as an individual can do.

Front-End Developer

Geotab, Canada, Job

As a Front-End Developer, your key area of responsibility will be to focus on delivering clean and high performing JavaScript code, written according to the best practices as well as structured in CSS/LESS. You'll be working in a Scrum team that is constantly adjusting to the needs of the stakeholders of different websites, while developing the "face" of the company. You will understand the importance of maintaining these websites, as they are a direct representation of our company and brand. This role will require you to work closely with both internal and external stakeholders (including, but not limited to the Marketing department, Human Resources, and design agencies) to successfully implement builds. To be successful in this role, you will be an individual who is passionate about front-end development and has exceptional organizational and communication skills. In addition, the successful candidate will have a strong attention to detail, and will be able to identify possible issues and errors before pushing your code live. The successful candidate will be able to manage multiple requests with differing timelines, while managing to meet project deadlines.

Key Responsibilities:

- Develop and maintain Geotab's websites, such as geotab.com and data.geotab.com
- Rewrite legacy code into new framework
- Ensure all websites are scalable, responsive, and align to Geotab's brand guidelines
- Thoroughly review the code of other team members
- Regularly report on project status, improvements, and future possibilities
- Debug and find potential performance/security flaws in client code using devtools
- Make sure JavaScript code is fast, readable and easy to change.

Basic Qualifications:

- Bachelor's degree in Computer Science, Software Engineering or equivalent
- 3+ years experience in front-end development with solid and deep practical knowledge in pure JavaScript
- Experience with Angular 2+ and/or React
- Managing code in git and being comfortable with resolving merge conflicts, renaming branches
- Experience with responsive layout design
- Experience working in .NET environment is a huge plus
- Self-motivated and decisive, with the ability to adapt to change and competing demands

As an Interaction Designer, it is important to know the different kinds of opportunities available to me. As such, the following is a list of different opportunities, that I as an IxD student would be able to apply for.

Intermediate Wayfinding Designer

Creative Niche, Canada, Job

Our client, a leading environmental design agency in Toronto is looking for a talented Wayfinding Designer to join their incredible team. To be successful in this role, you must be someone who is passionate about how to enhance physical experiences for people through design.

You will be working to design physical environments and experiences on complex large-scale projects.

Skills Required:

- Strong Wayfinding expertise- design for all different types of environments and spaces
- Exposure to a variety of different sign types: digital/static, interior/ exterior. etc.
- An ability to produce quality creative
- An ability to design for a variety of different substrates, materials, and size & scale
- Experience working with agency process and procedure
- Experience creating concepts, defining ideas and working through design challenges
- Internal collaboration- ability to work with team members to achieve success

Basic Qualifications:

- A solid portfolio of successful projects demonstrating versatility, scalability and a superb design aesthetic
- Strong typography, colour and composition expertise
- Experience working within an agency or in-house studio
- Experience working with 2D and 3D software to visualize ideas
- Bachelor’s Degree or equivalent
- Excellent organization and communication skills
- A winning attitude that demonstrates creativity and collaboration

UX Researcher

Prodigy Game, Canada, Job

We welcome people who share our passion to join our team, where you will have the opportunity to help an entire generation of students to LOVE learning, while working alongside some of the brightest and most passionate people in the industry.

We’re looking to hire a UX Researcher to help better understand our users’ needs, and spread a culture of human-centered, qualitative research throughout the company.The successful candidate has experience in defining problems, selecting the appropriate research methods, synthesizing insights, evaluating prototypes and assisting with the building and releasing of projects. You will support multiple teams through the research process and therefore presenting research methods and results will be crucial.

Key Responsibilities:

- Collaborate with various stakeholders to plan research so we can better understand our users and reveal new opportunities
- Guide research activities to define current customer pain points and map ideal future experiences
- Report actionable insights to game development teams that inform product decisions and game designsExpertly collect and report on qualitative or quantitative data from playtests, diary studies, surveys or data from other games user research methodsConduct heuristic or expert evaluations of competitor titles
- Develop research strategies and manage/prioritize research backlogs based on current priorities
- Moderate workshops, in-person interviews, and remote sessions
- Act as a repository of research-based usability knowledge for the organization
- Facilitate research through collection, analysis and producing insights to lead the team towards user outcomes
- Help define product requirements and understand user workflows to assist design and product teams in iterating through product discovery

- Collaborate closely with designers, engineers, product managers, and other disciplines to design, implement, and track the success of projects
- Prepare recommendations and deliver presentations to influence and guide key stakeholders to better understand

Basic Qualifications:

- 3+ years of UX research experience gaming or mobile app space, or equivalent relevant experience
- Passion for learning about people, their motivations, and their behaviours
- Broad experience in conducting qualitative research with a clear understanding of various qualitative research methodologies
- Familiar with quantitative research methods, comfortable with metrics and A/B tests, able to synthesize quantitative data with qualitative user research
- Ability to create, pitch, and execute generative and evaluative research approaches
- Technically proficient with design research methods, techniques, and tools
- A portfolio of past research case studies that showcase key learnings and how you persuaded internal stakeholders

City of Woodstock, Canada, Job

The City of Woodstock is a dynamic and growing community of 41,000 located in the heart of southwestern Ontario at the crossroads of highways 401 and 403. A growing community, Woodstock has kept its small-town flavor while offering the types of amenities typically found only in larger cities. Woodstock has roots in both agriculture and manufacturing; as the recognized Dairy Capital of Canada and as home to Toyota’s second Canadian manufacturing facility. With a skilled workforce, affordable housing and a new community hospital Woodstock truly is a growing city with a lot of rural, small town charm.

Key Responsibilities:

- Researches tools and techniques to aid in the creation and maintenance of AODA compliant documents, web pages and other communications media. Provides guidance to other departments in the use of said tools and techniques.
- Maintains and guides development of any web applications pertaining to the City of Woodstock’s intranet and document management systems.
- Provide expertise in web related technical matters and support to internal and external technical issues related to City websites, escalating to other members of the Information Technology department or web hosting providers/developers as necessary.
- Ensure all web services comply with Web Content Accessibility Guidelines v2.0.
- Liaise with staff from all Divisions to determine their web site business requirements and graphical design of web pages and development of web applications.
- Audits content on City websites and social media platforms to ensure compliance, clarity, usability, and policies and best practices are adhered to. Provides training to departments and staff as required to promote high standards in content quality.
- Source and manipulate photographic images for use in web site material.

- Ensure security best practises are used and maintained during all processes.
- Perform other related duties as assigned by Information Technology Manager.

Basic Qualifications:

- Post-Secondary education in related field.
- Excellent knowledge of AODA standards and converting online documents to ensure all web content meets accessibility requirements.
- Ability to compose and edit written materials, such as pamphlets, fact sheets, letters, brochures, manuals, reports, newsletters, media releases; modify written communications according to the audience and applicable standards and legislation, including copyright laws and privacy legislation, Canadian Press guidelines, Regional Graphic standards. Skills required to edit and rework content into AODA format appropriate for the web (WCAG 2.0 Level AA).
- Experience with Social media tools including Facebook, Twitter, RSS, LinkedIn, Instagram, etc
- Three to five years of practical and applicable web design and development experience, along with superior creative and design skills preferred.
- Experience in training an asset
- Experience with development design of digital signage material preferred.
- Experience with Adobe Acrobat, Photoshop, Illustrator, In Design and FormsCentral, iCreate, Microsoft SharePoint.
- Ability to work independently, efficiently and in a team environment to meet deadlines, able to multi-task and deal with frequently changing priorities.
- Self-motivated, detail-oriented and organized.
- Excellent oral, inter-personal and written communication skills.
- Experience with helpdesk, hardware and software would be an asset.

House of Praise, Canada, Job (1 year contract)

Part of the Communications Department for House of Praise, the video producer/editor coordinates and manages many aspects of a video production process from start to finish. The video producer will help with creative direction, writing scripts, organizing logistics, deadlines, and communicating with the team each step of the way.

The video producer/editor will be responsible for filming, lighting, and audio for in-house video shoots, along with editing video content, and optimizing video for social sharing (e.g. cropping video for Instagram Stories, creating short social media videos).

You will also be responsible for creating product education videos, including motion graphics animation and screencasting. You will work with various teams to create video content that represents our brand, educates our audience, and inspires people.

This is a cross-functional role, working closely with marketing, media, customer success, ministry and social media teams.

This is a great growth opportunity for a fast learner who is looking to own their role and gain experience in a fast-moving environment.

Key Responsibilities:

- Produce internal video content from concept to completion using industry best practices in storyboarding, cinematography, audio recording, and lighting.
- Develop, create, and execute a wide array of video content for the marketing team, such as motion graphics, marketing courses, and YouTube/IGTV videos.
- Oversee scripting and storyboarding process, working with other stakeholders and team members
- Work as a producer/project manager for videos in a fast-paced dynamic environment.
- Animate help videos and create high-quality product education videos using typography animation, screencasting, and motion graphics.

- Execute creative editing, color correction, sound mixing to ensure final product is on brand.
- Edit and optimize video content for various social platforms, including vertical video for Instagram Stories / IGTV.
- Edit video recordings for television program; some closed captioning work might be required.
- Manage Video Library.
- Other duties as assigned.

Basic Qualifications:

- 2+ years' experience filming, editing, and animating videos
- You have a strong and strategic understanding of how to produce engaging video content that speaks to a specific audience (bonus if you have a good understanding of current social video trends)
- You are a creative thinker who is comfortable working both independently and in a team environment. You embrace feedback, and have a constant desire to learn and improve
- Solid Expertise in Adobe Creative Suite, especially After Effects, Photoshop and Illustrator
- Strong working knowledge in video editing software
- Strong understanding of the theory and aesthetics of graphics creation, typography, colour correction, video editing and audio mixing
- Versatility in working on different formats for marketing videos
- Experience working with professional cinema cameras, audio equipment, and grip/lighting gear

Intern in the area of Web Design

Nintendo, Germany, Internship

Key Responsibilities:

- Supporting the Teams of Online, PR, Marketing and European Digital Business Service in creating digital assets
- Adapting existing high-res visuals to a low-res formats to existing campaign looks:
- Creating and localizing game and hardware banners for social media (Facebook, Twitter, YouTube) and the Nintendo website
- Preparing and localizing assets for social media channel posts
- Localizing assets like digital newsletters and creating alternative test version based on an existing designs
- Converting assets to be used on online game pages
- Protocolling all activities with an internal task tracking system
- Contacting other departments for approvals autonomously

Basic Qualifications:

- The internship has to be mandatory for your current studies
- The minimum length of the mandatory internship should be 6 month
- Deep knowledge of Adobe Photoshop and Adobe Illustrator
- Good knowledge of MS Excel
- Strong skills in written and spoken English, German language skills would be a plus
- Strong interpersonal skills with the ability to work closely and cooperatively with different departments and team members
- Self-initiated, reliable and focused even in peak times
- Strong interpersonal skills with the ability to work closely cooperatively and effectively with different departments and with the team members
- Passion for games and the video game industry

Full Stack Developer

Jam3, Uruguay, JOB

Jam3 is a design and experience agency that partners with modern, global brands. At Jam3 we are on a mission to relentlessly generate smart, creative, forward-thinking solutions in the space between people and technology. As our new Full-Stack Developer, you will be working for one of our largest clients. The work you'll be doing will be forward-thinking and requires your expertise in frontend and backend to use current existing languages and frameworks. In order to be successful in this role, you need to fully understand the Web Development Life Cycle.

You'll be part of an international team, comprised of some of the most talented makers, producers, and creative minds in the industry. These are people who aspire to architect the future of experience imagining, creating and executing meaningful connections with people in forward-thinking ways. We are looking for someone who embodies our values of community, curiosity, passion, positivity, and teamwork with a track record of delivery.

You are responsible for bringing creativity to life with your code for our clients worldwide (including but not limited to Facebook, Google, Spotify, Ford, Coke, Fox, Disney). We look forward to meeting with you to discuss this amazing career opportunity.

Key Responsibilities:

- Collaborate with Producers, Designers and other Developers to execute projects
- Communicate complicated technical approaches in laymans terms so that clients and other teammates are comfortable with the teams approach
- You will be responsible for managing your own time and completing assigned tasks on time
- Surface risk within projects through effective team communication by developing a safe and trusting teamwork environment involving every team member you work with
- Proactively identify system & project deficiencies and recommend solutions to the team

- Improve quality through regular review and scrutiny of production and product development processes
- Estimate new features / tasks for others with oversight from our Technical Directors
- Work swiftly to kill Jira bug tickets with clean, reusable code
- Post-mortem documentation of technical development (ie. Summary of hours and development difficulties)
- Our clients and your teammates are counting on you to be here, every day. If you've ever worked in this type of environment, you know how important teamwork and commitment are to the success of every project
- Attention to detail is critical. We take great pride in making sure every deliverable is 100 percent. You will help us achieve our high standards through your keen technical eye and upholding of coding standards on a daily basis

Basic Qualifications:

- Your current relevant experience with PHP
- Your current knowledge/experience/projects using JavaScript, the DOM, CSS, and HTML and all aspects of creative coding
- Your opinion current experience on popular frontend frameworks: React.js, Angular, VUE.js
- Working with public APIs
- Your views on open source
- Your current experience with animation on the web using CSS transition, Greensock or other methods
- Hacklang.org. Don't worry if you've never heard of it!

•) This project has helped me to understand my worth as a designer, and understand how my internship grew me as an individual and as a designer developer. Having also found a breadth of opportunities; I definitely feel more at ease with moving into the working world after graduation.

Glossary

Cooperation

is the ability to work together with the same goal and to achieve that goal working together to find solutions and creating a high level bond between team members.

Collaboration

is the ability to work together and divide work to satisfy an end goal as a team. It involves understanding each others strengths to properly understand how the end goal can be met.

Cum Laude

is an academic qualification that is awarded in certain parts of the world to specify whether or not a degree was completed with Honors and to what degree.

Horizontal/Flat Business Structure

is a company/business structure that is generally that of a startup where individuals interact with one another on a loose team basis.

Org Chart

is an organization's chart of the hierarchy and relationships that exist between different parts and members of a community or organization of individuals and teams.

Subprime Lending

is the process of offering loans, in such a way that an individual may struggle to repay them; often loans offered to people who generally wouldn't qualify for high rate loans.

Opportunity Prospecting

is the process of preparing and searching for a variety of opportunities that can be achieved with an individual's specific set of skills.

Value Proposition

is the understanding of the value or promise that a product or service will produce for their users.

Front-End Developer

Geotab, Canada, JOB

As a Front-End Developer, your key area of responsibility will be to focus on delivering clean and high performing JavaScript code, written according to the best practices as well as structured in CSS/LESS. You'll be working in a Scrum team that is constantly adjusting to the needs of the stakeholders of different websites, while developing the “face” of the company. You will understand the importance of maintaining these websites, as they are a direct representation of our company and brand. This role will require you to work closely with both internal and external stakeholders (including, but not limited to the Marketing department, Human Resources, and design agencies) to successfully implement builds. To be successful in this role, you will be an individual who is passionate about front-end development and has exceptional organizational and communication skills. In addition, the successful candidate will have a strong attention to detail, and will be able to identify possible issues and errors before pushing your code live. The successful candidate will be able to manage multiple requests with differing timelines, while managing to meet project deadlines.

Key Responsibilities:

- Develop and maintain Geotab's websites, such as geotab.com and data.geotab.com
- Rewrite legacy code into new framework
- Ensure all websites are scalable, responsive, and align to Geotab's brand guidelines
- Thoroughly review the code of other team members
- Regularly report on project status, improvements, and future possibilities
- Debug and find potential performance/security flaws in client code using devtools
- Make sure JavaScript code is fast, readable and easy to change

Basic Qualifications:

- Bachelor's degree in Computer Science, Software Engineering or equivalent
- 3+ years experience in front-end development with solid and deep practical knowledge in pure JavaScript
- Experience with Angular 2+ and/or React

- Managing code in git and being comfortable with resolving merge conflicts, renaming branches
- Experience with responsive layout design
- Experience working in .NET environment is a huge plus
- Self-motivated and decisive, with the ability to adapt to change and competing demands

Intern in the area of Web Design

Nintendo, Frankfurt am Main, Germany, INTERNSHIP

Key Responsibilities:

- Supporting the Teams of Online, PR, Marketing and European Digital Business Service in creating digital assets
- Adapting existing high-res visuals to a low-res formats to existing campaign looks:
- Creating and localizing game and hardware banners for social media (Facebook, Twitter, YouTube) and the Nintendo website
- Preparing and localizing assets for social media channel posts
- Localizing assets like digital newsletters and creating alternative test version based on an existing designs
- Converting assets to be used on online game pages
- Protocolling all activities with an internal task tracking system
- Contacting other departments for approvals autonomously

Basic Qualifications:

- The internship has to be mandatory for your current studies
- The minimum length of the mandatory internship should be 6 month
- Deep knowledge of Adobe Photoshop and Adobe Illustrator
- Good knowledge of MS Excel
- Strong skills in written and spoken English, German language skills would be a plus
- Strong interpersonal skills with the ability to work closely and cooperatively with different departments and team members
- Self-initiated, reliable and focused even in peak times

- Strong interpersonal skills with the ability to work closely cooperatively and effectively with different departments and with the team members
- Passion for games and the video game industry

Full Stack Developer

Jam3, Montevideo Uruguay, JOB

Jam3 is a design and experience agency that partners with modern, global brands. At Jam3 we are on a mission to relentlessly generate smart, creative, forward-thinking solutions in the space between people and technology. As our new Full-Stack Developer, you will be working for one of our largest clients. The work you'll be doing will be forward-thinking and requires your expertise in frontend and backend to use current existing languages and frameworks. In order to be successful in this role, you need to fully understand the Web Development Life Cycle.

You'll be part of an international team, comprised of some of the most talented makers, producers, and creative minds in the industry. These are people who aspire to architect the future of experience imagining, creating and executing meaningful connections with people in forward-thinking ways. We are looking for someone who embodies our values of community, curiosity, passion, positivity, and teamwork with a track record of delivery.

You are responsible for bringing creativity to life with your code for our clients worldwide (including but not limited to Facebook, Google, Spotify, Ford, Coke, Fox, Disney). We look forward to meeting with you to discuss this amazing career opportunity.

Key Responsibilities:

- Collaborate with Producers, Designers and other Developers to execute projects
- Communicate complicated technical approaches in laymans terms so that clients and other teammates are comfortable with the teams approach
- You will be responsible for managing your own time and completing assigned tasks on time
- Surface risk within projects through effective team communication by developing a safe and trusting teamwork environment involving every team member you work with

- Proactively identify system & project deficiencies and recommend solutions to the team
- Improve quality through regular review and scrutiny of production and product development processes
- Estimate new features / tasks for others with oversight from our Technical Directors
- Work swiftly to kill Jira bug tickets with clean, reusable code
- Post-mortem documentation of technical development (ie. Summary of hours and development difficulties)
- Our clients and your teammates are counting on you to be here, every day. If you've ever worked in this type of environment, you know how important teamwork and commitment are to the success of every project
- Attention to detail is critical. We take great pride in making sure every deliverable is 100 percent. You will help us achieve our high standards through your keen technical eye and upholding of coding standards on a daily basis

Basic Qualifications:

- Your current relevant experience with PHP
- Your current knowledge/experience/projects using JavaScript, the DOM, CSS, and HTML and all aspects of creative coding
- Your opinion current experience on popular frontend frameworks: React.js, Angular, VUE.js
- Working with public APIs
- Your views on open source
- Your current experience with animation on the web using CSS transition, Greensock or other methods
- Hacklang.org. Don't worry if you've never heard of it!

Intermediate Wayfinding Designer

Creative Niche, Canada, Job

Our client, a leading environmental design agency in Toronto is looking for a talented Wayfinding Designer to join their incredible team. To be successful in this role, you must be someone who is passionate about how to enhance physical experiences for people through design.

You will be working to design physical environments and experiences on complex large-scale projects.

Skills Required:

- Strong Wayfinding expertise- design for all different types of environments and spaces
- Exposure to a variety of different sign types: digital/static, interior/exterior. etc.
- An ability to produce quality creative
- An ability to design for a variety of different substrates, materials, and size & scale
- Experience working with agency process and procedure
- Experience creating concepts, defining ideas and working through design challenges
- Internal collaboration- ability to work with team members to achieve success

Basic Qualifications:

- A solid portfolio of successful projects demonstrating versatility, scalability and a superb design aesthetic
- Strong typography, colour and composition expertise
- Experience working within an agency or in-house studio
- Experience working with 2D and 3D software to visualize ideas
- Bachelor's Degree or equivalent
- Excellent organization and communication skills
- A winning attitude that demonstrates creativity and collaboration

UX Researcher

Prodigy Game, Canada, Job

We welcome people who share our passion to join our team, where you will have the opportunity to help an entire generation of students to LOVE learning, while working alongside some of the brightest and most passionate people in the industry.

We're looking to hire a UX Researcher to help better understand our users' needs, and spread a culture of human-centered, qualitative research throughout the company. The successful

candidate has experience in defining problems, selecting the appropriate research methods, synthesizing insights, evaluating prototypes and assisting with the building and releasing of projects. You will support multiple teams through the research process and therefore presenting research methods and results will be crucial.

Key Responsibilities:

- Collaborate with various stakeholders to plan research so we can better understand our users and reveal new opportunities
- Guide research activities to define current customer pain points and map ideal future experiences
- Report actionable insights to game development teams that inform product decisions and game designs
Expertly collect and report on qualitative or quantitative data from playtests, diary studies, surveys or data from other games user research methods
Conduct heuristic or expert evaluations of competitor titles
- Develop research strategies and manage/prioritize research backlogs based on current priorities
- Moderate workshops, in-person interviews, and remote sessions
- Act as a repository of research-based usability knowledge for the organization
- Facilitate research through collection, analysis and producing insights to lead the team towards user outcomes
- Help define product requirements and understand user workflows to assist design and product teams in iterating through product discovery
- Collaborate closely with designers, engineers, product managers, and other disciplines to design, implement, and track the success of projects
- Prepare recommendations and deliver presentations to influence and guide key stakeholders to better understand

Basic Qualifications:

- 3+ years of UX research experience gaming or mobile app space, or equivalent relevant experience
- Passion for learning about people, their motivations, and their behaviours
- Broad experience in conducting qualitative research with a clear understanding of various qualitative research methodologies

- Familiar with quantitative research methods, comfortable with metrics and A/B tests, able to synthesize quantitative data with qualitative user research
- Ability to create, pitch, and execute generative and evaluative research approaches
- Technically proficient with design research methods, techniques, and tools
- A portfolio of past research case studies that showcase key learnings and how you persuaded internal stakeholders

Accessibility and Web Specialist

City of Woodstock, Canada, Job

The City of Woodstock is a dynamic and growing community of 41,000 located in the heart of southwestern Ontario at the crossroads of highways 401 and 403. A growing community, Woodstock has kept its small-town flavor while offering the types of amenities typically found only in larger cities.

Woodstock has roots in both agriculture and manufacturing; as the recognized Dairy Capital of Canada and as home to Toyota's second Canadian manufacturing facility. With a skilled workforce, affordable housing and a new community hospital Woodstock truly is a growing city with a lot of rural, small town charm.

Key Responsibilities:

- Researches tools and techniques to aid in the creation and maintenance of AODA compliant documents, web pages and other communications media. Provides guidance to other departments in the use of said tools and techniques.
- Maintains and guides development of any web applications pertaining to the City of Woodstock's intranet and document management systems.
- Provide expertise in web related technical matters and support to internal and external technical issues related to City web sites, escalating to other members of the Information Technology department or web hosting providers/developers as necessary.
- Ensure all web services comply with Web Content Accessibility Guidelines v2.0.

- Liaise with staff from all Divisions to determine their web site business requirements and graphical design of web pages and development of web applications.
- Audits content on City websites and social media platforms to ensure compliance, clarity, usability, and policies and best practices are adhered to. Provides training to departments and staff as required to promote high standards in content quality.
- Source and manipulate photographic images for use in web site material.
- Ensure security best practises are used and maintained during all processes.
- Perform other related duties as assigned by Information Technology Manager.

Basic Qualifications:

- Post-Secondary education in related field.
- Excellent knowledge of AODA standards and converting online documents to ensure all web content meets accessibility requirements.
- Ability to compose and edit written materials, such as pamphlets, fact sheets, letters, brochures, manuals, reports, newsletters, media releases; modify written communications according to the audience and applicable standards and legislation, including copyright laws and privacy legislation, Canadian Press guidelines, Regional Graphic standards. Skills required to edit and rework content into AODA format appropriate for the web (WCAG 2.0 Level AA).
- Experience with Social media tools including Facebook, Twitter, RSS, LinkedIn, Instagram, etc
- Three to five years of practical and applicable web design and development experience, along with superior creative and design skills preferred.

- Experience in training an asset
- Experience with development design of digital signage material preferred.
- Experience with Adobe Acrobat, Photoshop, Illustrator, In Design and FormsCentral, iCreate, Microsoft SharePoint.
- Ability to work independently, efficiently and in a team environment to meet deadlines, able to multi-task and deal with frequently changing priorities.
- Self-motivated, detail-oriented and organized.
- Excellent oral, inter-personal and written communication skills.
- Experience with helpdesk, hardware and software would be an asset.

Video Producer / Editor

House of Praise, Canada, Job (1 year contract)

Part of the Communications Department for House of Praise, the video producer/editor coordinates and manages many aspects of a video production process from start to finish. The video producer will help with creative direction, writing scripts, organizing logistics, deadlines, and communicating with the team each step of the way.

The video producer/editor will be responsible for filming, lighting, and audio for in-house video shoots, along with editing video content, and optimizing video for social sharing (e.g. cropping video for Instagram Stories, creating short social media videos).

You will also be responsible for creating product education videos, including motion graphics animation and screencasting. You will work with various teams to create video content that represents our brand, educates our audience, and inspires people.

This is a cross-functional role, working closely with marketing, media, customer success, ministry and social media teams.

This is a great growth opportunity for a fast learner who is looking to own their role and gain experience in a fast-moving environment.

Key Responsibilities:

- Produce internal video content from concept to completion using industry best practices in storyboarding, cinematography, audio recording, and lighting.
- Develop, create, and execute a wide array of video content for the marketing team, such as motion graphics, marketing courses, and YouTube/IGTV videos.
- Oversee scripting and storyboarding process, working with other stakeholders and team members
- Work as a producer/project manager for videos in a fast-paced dynamic environment.
- Animate help videos and create high-quality product education videos using typography animation, screencasting, and motion graphics.
- Execute creative editing, color correction, sound mixing to ensure final product is on brand.
- Edit and optimize video content for various social platforms, including vertical video for Instagram Stories / IGTV.
- Edit video recordings for television program; some closed captioning work might be required.
- Manage Video Library.
- Other duties as assigned.

Basic Qualifications:

- 2+ years' experience filming, editing, and animating videos
- You have a strong and strategic understanding of how to produce engaging video content that speaks to a specific audience (bonus if you have a good understanding of current social video trends)
- You are a creative thinker who is comfortable working both independently and in a team environment. You embrace feedback, and have a constant desire to learn and improve
- Solid Expertise in Adobe Creative Suite, especially After Effects, Photoshop and Illustrator
- Strong working knowledge in video editing software
- Strong understanding of the theory and aesthetics of graphics creation, typography, colour correction, video editing and audio mixing
- Versatility in working on different formats for marketing videos

- Experience working with professional cinema cameras, audio equipment, and grip/lighting gear

Frontend Web Developer

01 Millennium Consulting Company, Toronto, Ontario

Front-End Developer (web accessibility/AODA)

Start Date: asap

Anticipated Duration: 4 months to start with a potential 3-month extension

Project Location: Toronto, Ontario

We are recruiting for an experience Front-end Developer to drive accessibility improvements for a new web applications and content.

Skills:

- Web Applications
- JavaScript
- Front-end Development
- HTML5
- Interpersonal Communication
- Bootstrap
- Version Control
- AngularJS
- Application Programming Interfaces
- Web Content Accessibility Guidelines (WCAG)

Responsibilities:

- Design, develop and implement solutions using technologies such as HTML5, CSS3, JQuery, Bootstrap, Angular, APIs and WordPress technologies
- Design and develop new HTML5 front-end based on CSS3, Bootstrap, Angular
- Ensure that web applications are compliant with web standards and AODA WCAG 2.0 Level A and Level AA requirements
- Preparing test cases and developing automated test scripts and testing applications
- Initiate extra activities and other interventions wherever gaps in the implementation are identified or issues arise

Experience and Qualifications:

- Knowledge developing compliant web-based applications, including WCAG 2.0
- 5+ years of frontend development experience designing and building web based applications using HTML5, CSS, JavaScript, Angular
- Experience developing front-end web applications including integration with JSON Restful APIs.
- Experience using version control system specifically Git
- Experience in Wordpress including developing themes and plugins
- Understanding of privacy, security and auditing
- Good interpersonal and communication skills

UX Designer

Bay Street Staffing, Toronto, Canada

We have a 6-month contract opportunity for a talented UX Designer. Ideally, you have experience with both website and mobile app design within Financial Services.

Skills:

- Research
- User Experience (UX)
- User Interface Design
- Design
- Usability Testing
- Mobile Application Design
- Balsamiq
- Finance
- Web Content Accessibility Guidelines (WCAG)
- OmniGraffle

Key Requirements:

- 5+ years of experience in UX/UI
- Portfolio of past work required
- Experience with Axure and/or Sketch
- Experience with design tools such as InVision, OmniGraffle, and/or Balsamiq

Nice to Have:

- Previous Financial Experience
- Experience writing/updating UI documentation
- Knowledge of WCAG Accessibility Guidelines and how to apply them
- Experience with design research methods (e.g. usability testing)

Visual Designer / Digital Designer

The Other End Inc. Toronto, Ontario, Canada

As a Visual Designer / Digital Designer at The Other End, you are responsible for creating graphics for internal marketing, client projects as well as social media advertising and managing and updating websites in Wordpress. Working together with the Creative Director, you conceptualize and produce graphic art and visual materials to effectively communicate information for publications, advertising, films, packaging, posters, signs and interactive media such as websites and CDs.

Skills:

- inVision
- Visual Design
- Interactive Media
- Adobe Creative Suite
- Design
- MailChimp
- Brand Strategy
- WordPress
- Digital Designs
- Branding

Roles and Responsibilities:

- Developing branding, concepts and logo designs and/or identity and graphic elements for internal and client brands.
- Creating, conceptualizing and designing print materials for brands and organizations.
- Brand strategy; manage and update branding packages for internal and client brands, ensuring visual cohesion throughout.
- Designing websites including user interface and user experience (Wordpress).
- Consulting with clients to establish the overall look, graphic elements and content of communications.
- Using existing photo and illustration banks and typography guides; working with illustrators/photographers to produce original imagery.

- Coordinate all aspects of production for print, audio-visual and/or electronic materials.
- Create original designs based on existing templates and brand guidelines in established layouts and form factors.

Requirements:

- Must present a design portfolio (website and/or PDF).
- Minimum 2+ years in a professional environment (design/creative/production).
- Proficiency in Adobe Creative Suite: Illustrator, Photoshop, InDesign, XD.
- Working knowledge of WordPress (CSS & HTML).
- Microsoft Office: Word, Excel and PowerPoint.
- Working knowledge of Mailchimp (including creating Templates).
- Bidirectional design skills an asset.
- Sketch and InVision an asset.

Graphic + Web Designer

VerbFactory, Toronto, Canada Area

The ideal candidate will have strong creative skills and a portfolio of work which demonstrates their passion for illustrative design and typography. This candidate will have experience in working with numerous different design platforms such as digital and print forms.

Skills:

- Graphics
- Communication
- Typography
- Adobe Creative Suite
- Design
- Graphic Design
- Social Media
- Digital Media
- Creative Skills
- Logo Design

Responsibilities:

- Collaborate with the team to ensure consistency of designs across various media outlets

- Create compelling and effective logos, designs, print and digital media
- Maintain awareness of current industry and technology standards, social media, competitive landscape and market trends

Qualifications:

- Bachelor's degree in Graphic Design or a related field
- 2-4 years of experience in graphic design
- Proficient in Adobe Creative Suite
- Strong communication, conceptual thinking, typography skills and design skills
- Portfolio of work

Product Designer

Sensei Labs, Toronto, Ontario, Canada

Sensei Labs helps teams at fast-growing companies evolve and execute faster through our custom SaaS platform, SenseiOS. Come work with us to help build the digital workplace of the future.

We're looking for a Product Designer to join our rapidly growing team at Sensei Labs as we evolve our digital workplace management platform.

As an integral part of the Product team, you'll be involved along every step of the design process. You'll work closely with our design team to convert requirements into thoughtful and delightful customer experiences, as well as with the development teams to build and ship enhancements to our frontend.

In addition, you'll inherit shared ownership over the development of a growing platform-wide design system and play a key role in evangelizing the use of the system across the organization.

You'll be joining a small but growing Product Design practice, making strong communication and team coordination skills a must. You possess strong interaction and visual design skills with a curiosity for figuring out not only the right thing to build, but how to best translate that into a polished frontend experience.

Skills:

- inVision
- User Experience (UX)
- Visual Design
- User Interface Design
- Front-end Development
- Design
- Organization Skills
- Product Design

- Written Communication
- Facilitation

Responsibilities:

- Leading the design process of your work – from analyzing requirements, through to collaborative solutioning and the development of visual mockups and prototypes when necessary
- Working closely with engineering teams to see your work through to shipped code
- Presenting design work to both internal and external teams, clearly articulating design rationale, facilitating feedback gathering, and iterating as needed
- Actively pursuing opportunities to strengthen user engagement through the use of human-centred design solutions
- Efficiently managing and prioritizing your workload in a fast-paced, deadline-driven environment
- Keeping a careful attention to detail
- At the end of the day, a relentless focus on shipping updates to our products that drive value for our customers

Desired Qualifications and Experience:

- You can show a portfolio of previous work (including but not limited to product work) that you either built or contributed to in a visual design and/or user experience capacity
- You have experience using tools like Sketch, Photoshop, and InVision to build design artifacts and interactive prototypes
- You have some experience with modern front-end development technologies including HTML, CSS, and JavaScript
- You have strong verbal and written communication skills, particularly in regards to articulating sound design rationale and collaborating with other disciplines
- You enjoy working in fast-paced, multidisciplinary production environments
- You're comfortable working with complex data / systems (and enjoy simplifying them)
- You have strong organization skills with the ability to manage workloads and proactively establish communication with other team members when necessary
- Experience working in an Agile Scrum production environment is highly valued

Web Developer - Digital Practice

Argyle Public Relationships™, Toronto, Ontario, Canada

Are you passionate about the possibilities of technology for delivering positive, exciting and creative experiences? Do you thrive in fast-paced work environments? Do you seek opportunities to innovate,

disrupt or challenge the rules? Do you do your best work with teammates that motivate you to be your best self? We'd like to meet you!

Argyle has an exciting new opportunity for a Web Developer to join our digital communications team. We are looking for a strategic, creative and innovative individual with intermediate to advanced level experience in information technology, web development and application design. As a Web Developer, you will be part of a talented team focused on building cutting-edge solutions that help to engage audiences and solve meaningful challenges.

Skills:

- Cascading Style Sheets (CSS)
- Match
- JavaScript
- Match
- Web Development
- Responsive Web Design
- Design Principles
- Adobe Creative Cloud
- Digital Project Management
- Campaign Monitor
- Site Maps
- Presentation Skills

Job Responsibilities:

- Design, implement and optimize web products for a variety of client initiatives
- Create wireframes, site maps, logic flows and other forms of user journey documentation and technical requirement briefs
- Turn product plans into beautiful code, in close collaboration with digital, design and client account teams
- Assist with scope definition, timing and budget parameters in collaboration with digital project leads
- Assume ownership and be responsible for the health and maintenance of company-owned digital properties and tools
- Keep up to date on UI / UX best practices and responsive design principles
- Provide expert opinion and counsel as the in-house technical development lead
- Act as quality assurance lead, managing the full development lifecycle from estimation through development, debugging and delivery.

Core Capabilities:

- At least five years of programming experience, focusing on front-end technologies
- At least 3 years experience with HTML, CSS, JavaScript, jQuery, CSS Grid frameworks and responsive design
- Proficiency with cross browser testing, AODA accessibility standards
- Experience with WordPress, Campaign Monitor, email and templating engines, white label survey software and content management systems
- Strong knowledge of Adobe Creative Cloud or Creative Suite

Nice to Have:

- Good understanding of SEO best practices
- Familiarity with the latest API technologies
- Experience using Sketch to manage design workflows
- Excellent communication and presentation skills (oral and written)

Important Qualities:

- Keen eye for aesthetics and design, high attention to detail and solutions oriented
- Must enjoy working in a fast-paced, ever-changing agile environment and balancing competing priorities on a day-to-day basis
- A passion for going the extra mile to get great results for every client

Digital Project Manager

CBC/Radio-Canada, Toronto, Canada Area

Your role

As someone who supports commercial activities, you are adept at understanding internal and external client needs and designing and implementing creative solutions. You take interest in anticipating future trends and strive to keep us at the forefront of best practices in project management.

What's in it for you

You'll have the opportunity to contribute to a unique organization with a longstanding place in Canada's cultural landscape. You will work with the "latest and greatest" revenue-focused technologies to continually modernize the production of a wide variety of content types (news, sports, audio, etc), formats (video, audio, text feeds) and platforms.

Skills:

- Analytical Skills
- Project Management
- Creative Problem Solving

- Atlassian Suite
- Diversity
- Legal Management
- Diversity & Inclusion
- Code of Conduct
- Google Suite
- DoubleClick for Publishers (DFP)

What you Bring:

- Excellence in building rapport across a variety of personalities, cultures and ranks.
- Judgment to proactively identify, elevate and manage risks.
- Advanced analytical insight to identify and estimate costs and benefits.
- Grit to preserve and champion initiatives, despite the complexity.
- An ability to develop work-back schedules and implement deliverables to the satisfaction of project sponsor(s) in an environment with set deadlines (example: Olympics).

We are Looking for a Candidate with the Following:

- Bachelor's degree in a relevant discipline or equivalent experience.
- Three (3) to five (5) years of experience in a similar position
- Experience with computers, and working knowledge of MS Office and Google suite of products.
- Experience and/or knowledge of Atlassian tools suite (Jira and Confluence), an asset.
- Knowledge, application and experience with the agile process (Scrum and Kanban) an asset.
- Experience and/or knowledge of OMS, Adserver, DMP, Social Media and Programmatic tools, such as Advendio, DFP, Loatme, Facebook, Adwords, DBM, etc., an asset.
- A basic understanding of contract and legal management, media platforms, technology and rights.
- PMI membership / PMP certification an asset
- Knowledge of CBC/Radio-Canada is an asset

Jr. Digital Designer

Leo Burnett, Toronto, Ontario, Canada

We're looking for a Jr. Digital Designer who will develop their existing skills by working with senior creative staff on a range of projects. They must have an understanding of typography, layout, animation and art direction. This role reports directly to the Director of Creative Technologies and has the opportunity to work with large high-profile clients.

Skills:

- Online Advertising
- inVision
- Typography
- Adobe Photoshop
- Adobe Illustrator
- Web Maintenance
- Organization Skills
- Digital Designs
- Adobe InDesign
- After Effects

Knowledge & Competencies:

- 1+ years of experience in an agency environment.
- Good knowledge of the following tools is required:
 - Illustrator
 - Photoshop
 - InDesign
 - Sketch
 - InVision
 - After Effects
- Strong understanding of creative design and typography.
- Strong written and verbal communication skills.
- Confidence to contribute throughout the entire creative process.
- The ability to see projects through from inception to production.
- Adeptness with leading design software packages.
- The ability to meet deadlines in a fast paced, high pressure environment.
- Experience working as part of a team.
- Consistency regardless of project size.
- Great organizational skills - able to multitask on different projects with conflicting timelines.
- Strong team player that supports others when needed.

- The motivation to maintain and improve design standards.
- The willingness to listen to feedback and use it to improve.

Key Responsibilities:

- Newsletters.
- Web maintenance, new page layouts, production assets.
- Online advertising, including production of OLV (online video) content.
- Work collaboratively with Project Managers, Developers and other Design team members.
- Support the senior team throughout the execution of campaigns and projects.