Report of Traineeship

Siemens AG Kamp-Lintfort
Department: ICP CD MP OI (Organisation and Information)
Period: February 1999 - April 1999

Project: Presentation of the personnel department within the Intranet

My responsibility consists in publishing the issues of the personnel department. Providing the necessary datas on the sites is part of it. The presentation requires a draft; first of all content and layout must be arranged with the head of the department. The appearance has to go with the corporate design of the company.

The project is realized with HTML and Java. HTML editor is HomeSite 4.0. JavaScript isn't used for safety. Nevertheless it's important to guarantee homogeneous appearance of the sites even if JavaScript is allowed. Siemens places a toolbox with colors, fonts etc. at webmasters' disposal (only Siemens intranet). Within this guideline I may choose the design down to the last detail.

Annotation on the Program

HomeSite 4.0

HomeSite 4.0 is an excellent HTML editor. It supports speedy programming. You can type sourcecode directly or paste the tags from the menu. A large Choice of templates speeds up the construction. Every single HTML document can be saved as template.

The Table Wizard is easy to use and enables to generate tables quickly and easily. Documents, images and media files can be placed into the sourcecode by Drag and Drop. Options as Spell Check, Find and Replace make annoying routine easier. Templates for files and directories can be configurated.

The sourcecode can be tested for errors, in fact for different levels of HTML, different versions of Netscape Navigator resp. Microsoft Internet Explorer. The tag selection allows to integrate promptly the tags of different language elements (Java, HTML). The pop-up window places syntax and informations about the usage of the tags at your disposal. The links can be verified. The sourcecode is structured by colored emphasis. The expected loading time of the document is also be showed.

Structure and Programming

The programming consists of five stages, namely:

1.) Analysis:	What wants the personnel department to be presented? Which contents are wanted by the single user? How can the users contact the personnel department?
2.) Draft:	How many subjects / sites are required? Are there subsites for the subjects? How can demanded information be found quickly? Which layout guarantees hich functionality?
3.) Implementation:	HTML / Frames Java-Applets
4.) Test:	Does links lead to the right target? Periodical controls! What does the site look like in different browsers / with other settings in the browser?
5.) Optimization:	Debugging Independence of platform

According to this guideline I've designed and edited the Intranet Site. The sites are subordinated to the Intranet Site of the company. The homepage of the personnel department gives a quick view by images and slogans. We now have six subsites which extend the subjects of the homepage.

The layout of every page consists on five frames, three of them for navigation. There is a top line which guides to higher sites i.e. the homepage of the location of the company, the homepage of Siemens AG Germany etc. Underneath is the line with the primary navigation which leads across the sites of the personnel department. From the left side to the right the six subjects are putted in a row.

In the frame on the left is the list of contents of the single subsites. The fourth frame is intended for the particular contents. These sites are also supposed to give an overview of further information. From there links guide to external subject matters or matters which are filed in deeper subsites. The fifth frame consists of the bottom line which contains the copyright and the information about the last update.

Links into Intranet resp. Internet are integrated.

In this connection I avoid redundance and minimize the effort of updating as far as possible. Details about the updating can be looked up in the documentation. The user support is completed by a help guide with index, contact link, Sitemap of the department pages and search engine. More definit information in the sitemap.

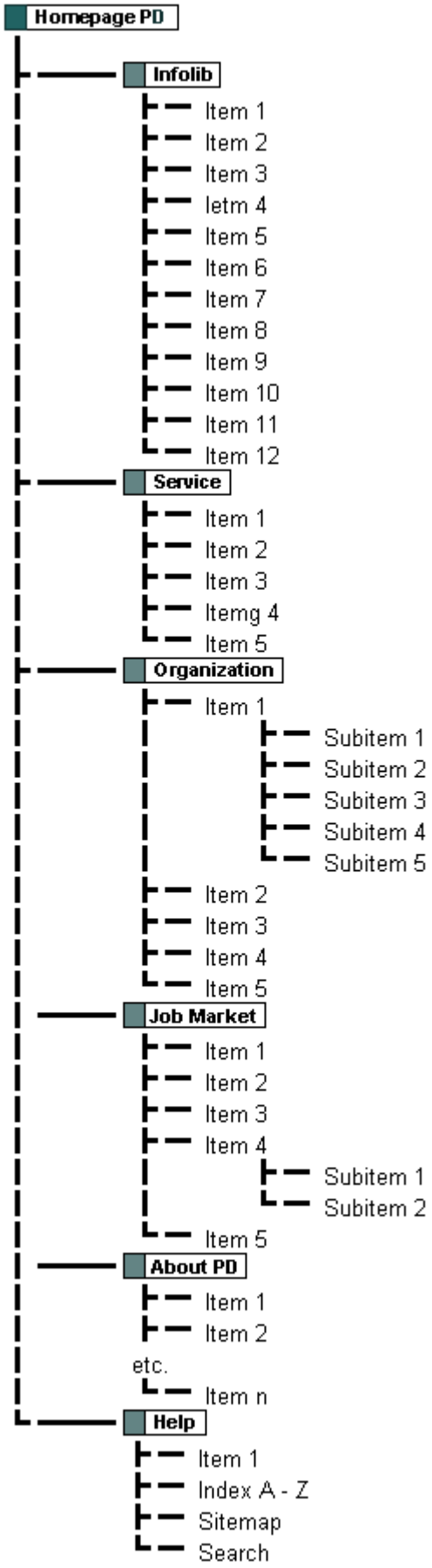
The programming is realized in HTML with elements of Java. Within the sourcecode clear formatting should enable other programmers to get a quick understanding. For the same purpose there are comments inserted where it's necessary for comprehensibility.

Documentation

The care that is required permanently later on by the site project, is written in the documentation about the structure of my sites. The position and contents of the frames are described as well as their size. Part of that is also laying down the names of the HTML documents. This includes used colors in hexadecimal code as well as their function, e.g. navigation, line, text.

The different branches and all people who are responsible for contents and programming Beyond that the documentation names soft- and hardware as well as the operating system. Apart from the Updates of the Personnel Pages there are other subjects which belongs to the update of the Intranet Site at the location of the company.

I have to pay attention to colleagues with no or little programming knowledge who must update the sites, too. Word documents, Excel- or PowerPoint files should be used where it is possible, because everyone can handle it. All in all the maintenance is to be supposed to be minimal.


Homepage PD
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Subitem 4
Subitem 5
Item 2
Item 3
Item 4
Item 5
Job Market
Item 1
Item 2
Item 3
Item 4
Subitem 1
Subitem 2
Item 5
About PD
Item 1
Item 2
etc.
Item n
Help
Item 1
Index A - Z
Sitemap
Search