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LPR UI Specs and Wireframes

WITH MULTIROLE VIEWS



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LPR UI Specifications

This document comprises standards and resources for the Leadership Performance Review (LPR) graphical user interface.

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1. Layout

1.1 Overview

The Login and Welcome screens exist outside the LPR application framework, and their style reflects this distinction. They inherit a pared-down My Macy's Portal look and feel.

The universal font face is Arial. Font sizes are documented here in pixels. Although not a perfectly accurate method to convert, a good starting point is the table below to convert to point, Ems and percent analogs.

Points	Pixels	Ems	Percent
6pt	8px	0.5em	50%
7pt	9px	0.55em	55%
7.5pt	10px	0.625em	62.5%
8pt	11px	0.7em	70%
9pt	12px	0.75em	75%
10pt	13px	0.8em	80%
10.5pt	14px	0.875em	87.5%
11pt	15px	0.95em	95%
12pt	16px	1em	100%
13pt	17px	1.05em	105%
13.5pt	18px	1.125em	112.5%
14pt	19px	1.2em	120%
14.5pt	20px	1.25em	125%
15pt	21px	1.3em	130%
16pt	22px	1.4em	140%
17pt	23px	1.45em	145%
18pt	24px	1.5em	150%
20pt	26px	1.6em	160%
22pt	29px	1.8em	180%
24pt	32px	2em	200%
26pt	35px	2.2em	220%
27pt	36px	2.25em	225%
28pt	37px	2.3em	230%
29pt	38px	2.35em	235%
30pt	40px	2.45em	245%
32pt	42px	2.55em	255%
34pt	45px	2.75em	275%
36pt	48px	3em	300%

Element	Size	Color	Alignment	Decoration
H1 Page Header	16px	#000000 (black)	Left	Bold
H2 Page Header	15px	#717171 (dark gray)	Left	Bold
Body text	14px	#717171 (dark gray)	Left	Bold
Hyperlinks	14px	Macy's standard red	variable	underline

1.1.1 Login

The screenshot shows the Macy's Leadership Performance Review (LPR) login page. The page features a red header with the Macy's logo and the text "Leadership Performance Review". Below the header is a "Login" section with a heading "Login" and a "LPR Help" link. The main content area contains instructions for logging in, including a note that the user name and password are the same as those used for the PC. Below the text is an "Authentication" form with fields for "User Name" (Catherine Andersson (B012345)) and "Password", and a "Log In" button. The page also includes a footer with links for "Home", "Contact Us", and "Publish on MyMacy's".

H1 – Level 1 Header
Font: Arial 16px black bold
Alignment: Left

Left Navigation
 Completely absent

Body Text
Font: Arial 14px #717171 normal
Alignment: Left

Login
 Standard table (see "Tables" section for specifics)

1.1.2 Welcome

The screenshot shows the myMacy's Portal interface for the Leadership Performance Review (LPR). The page is titled "Welcome" and includes a navigation bar with "Leadership Performance Review" and "Progress Tracking Reports". A red secondary navigation bar is present below the main navigation. The main content area contains sections for "Welcome", "Purpose", "Process", "Tips", and "Verification".

LPR Help
Links user to the Help housed at the Talent Pipeline site.

Navigation Bars
Gray portal tab bar is completely eliminated. Red secondary navigation bar is stripped to "Leadership Performance Review" and, after login, the appropriate tracking report(s) by role

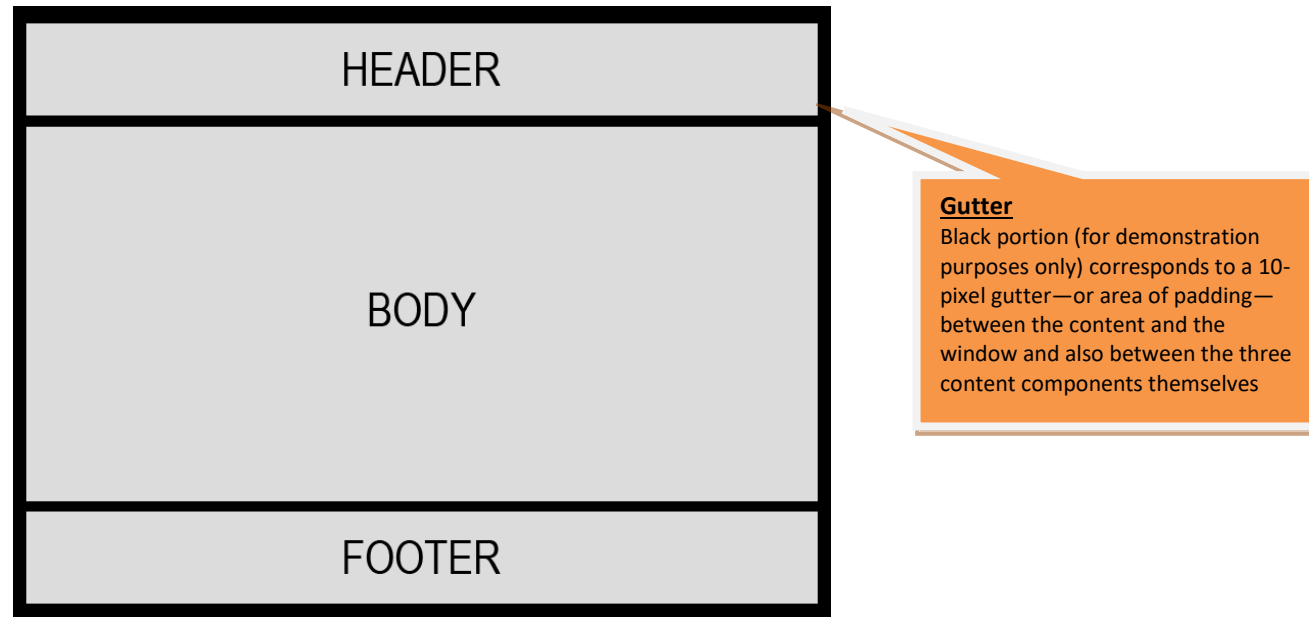
"You have successfully..."
See "Messaging" section for specifics

H2 – Level 2 Header
Font: Arial 15px #717171 bold
Alignment: Left

1.1.3 The Application

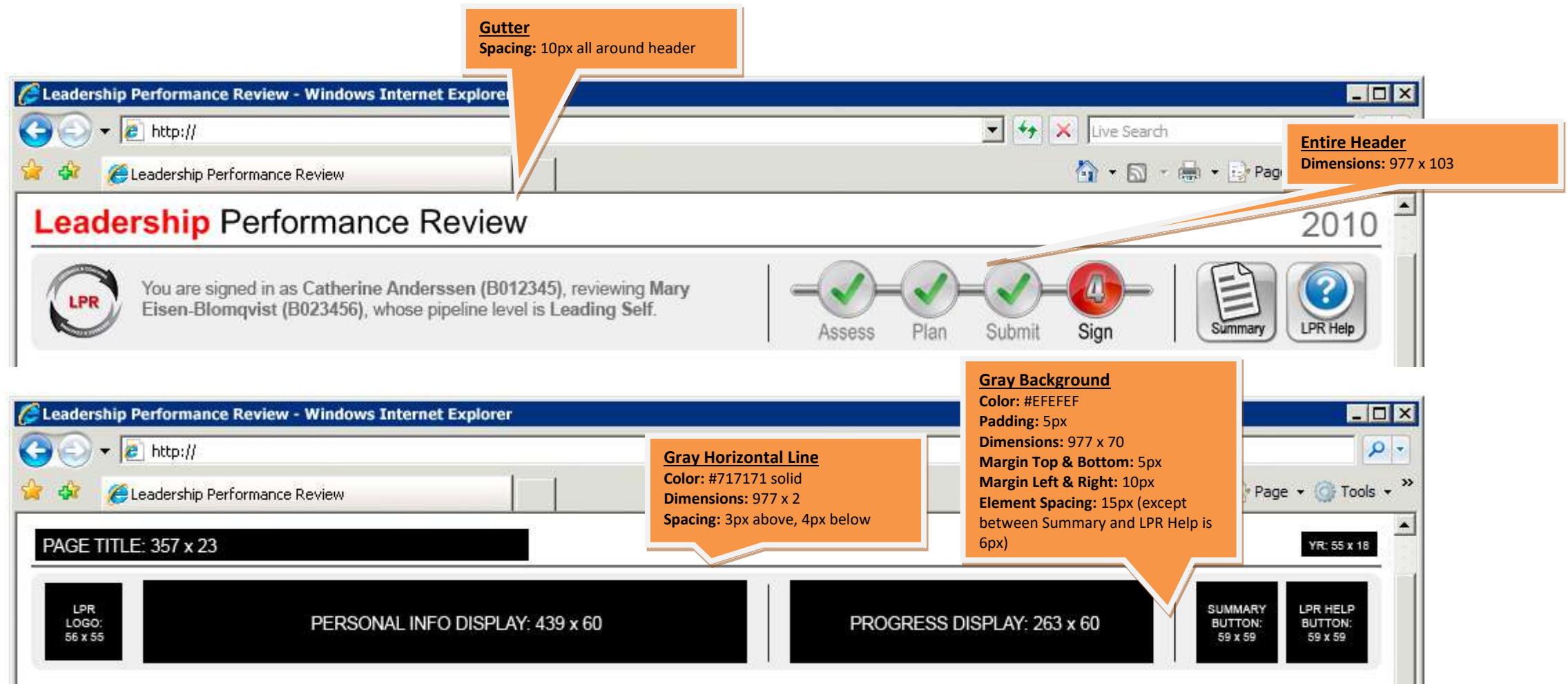
The LPR application is designed for a screen resolution of 1024 x 768, which gives 772 x 491 of available space after the browser window and vertical scroll bar are included in the computations.

From a broad perspective, the application is divided into three sections: the top (header), the middle (body) and the bottom (footer). Do not confuse this nomenclature with that of the Portal and its component parts. Note that a ten-pixel gutter (or margin) exists between each of the sections and the browser's inner window edge, like so:



1.1.3.1 The Top (Header)

The top bar contains the main controls and feedback dashboard. It tells the user where they are in the process, identifies who they are and what their role and pipeline level are. Depending on where the user is in the workflow, different features will gain or lose availability.



1.1.3.2 The Middle (Body)

As with the Login and Welcome screens, the universal font face is Arial.

Element	Size	Color	Alignment	Decoration
H1 Page Header	16px	#000000 (black)	Left	Bold
H2 Page Header	15px	#717171 (dark gray)	Left	Bold

Body text	14px	#717171 (dark gray)	Left	Bold
Hyperlinks	14px	Macy's standard red	variable	underline

1.1.3.3 The Bottom (Footer)

The footer is reserved for control buttons that provide navigation between sections or submit the form. The same 752 x 2 #717171 solid line used in the header is reused here. It is separated from body content by 10 pixels. Buttons are aligned flush with the edge of the line and 5 pixels below.



2. Graphics

2.1 The Progress Display

The Progress Display shows the user where they are in the LPR completion process. The objective is to finish all requirements (i.e., the Assessment, Development Plan, Submission to Manager/Supervisor and Signature). When complete, the Progress Display shows "all green" like so (note: example is larger than what will appear in the application):

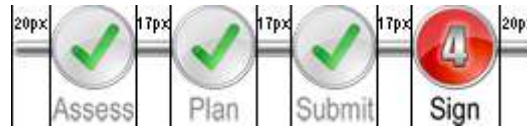


2.1.1 The Bar

Behind the four icons is the Bar. It unifies the steps in an overall task. This is the actual size of the Bar.



To build the Progress Display, developers will place the step icons on top of it. The icons on 20 pixels from the ends and separated by 17 pixels from each other.



The Progress Display as a whole is 263 pixels wide x 60 pixels high.



2.1.2 The Icons

Depending upon where the user is in the workflow and what their status is, the following icons will change. Below are the source size and the resized icons for use in the application (43 pixels by 60 pixels).

2.1.2.1 Step 1: Assess

This is the first step of four in the LPR.

Progress	Active Selected	Inactive Selected	Inactive Unselected
Complete			

Incomplete















2.1.2.2 Step 2: Plan

This is the second step of four in the LPR.

Progress	Active Selected	Inactive Selected	Inactive Unselected
Complete	 Plan  Plan	 Plan  Plan	 Plan  Plan
Incomplete	 Plan  Plan	 Plan  Plan	 Plan  Plan












2.1.2.3 Step 3: Submit

This is the third step of four in the LPR.

Progress	Active Selected	Inactive Selected	Inactive Unselected
Complete	 Submit  Submit	 Submit  Submit	 Submit  Submit
Incomplete	 Submit  Submit	 Submit  Submit	 Submit  Submit

2.1.2.4 Step 4: Sign

This is the fourth and final step of four in the LPR.

Progress	Active Selected	Inactive Selected	Inactive Unselected
Complete	 Sign  Sign	 Sign  Sign	 Sign  Sign
Incomplete	 Sign  Sign	 Sign  Sign	 Sign  Sign







2.1.2.5 States by Role and Status

Not Started HR Notified Executive Started		Executive Completed Manager Started		Manager Completed HR Level III Released		Delivered		Executive Signed Executive signoff with comments LPR Completed after HR Override		Manager Signed	
EXECUTIVE	MANAGER	EXECUTIVE	MANAGER	EXECUTIVE	MANAGER	EXECUTIVE	MANAGER	EXECUTIVE	MANAGER	EXECUTIVE	MANAGER
 Assess	 Assess	 Assess	 Assess	 Assess	 Assess	 Assess	 Assess	 Assess	 Assess	 Assess	 Assess
 Plan	 Plan	 Plan	 Plan	 Plan	 Plan	 Plan	 Plan	 Plan	 Plan	 Plan	 Plan
 Submit	 Submit	 Submit	 Submit	 Submit	 Submit	 Submit	 Submit	 Submit	 Submit	 Submit	 Submit
 Sign	 Sign	 Sign	 Sign	 Sign	 Sign	 Sign	 Sign	 Sign	 Sign	 Sign	 Sign

2.2 Buttons and Icons




2.2.1 Buttons

The following buttons appear in the LPR application header.

Image	Name - State	Dimensions (pixels)	Notes
	Blank - Inactive	59 x 59	Will be useful should future versions of the LPR call for additional functionality accessed from the header bar. OnMouseOver the button changes from gray to green.
	Blank - Active	59 x 59	Will be useful should future versions of the LPR call for additional functionality accessed from the header bar. OnMouseOver the button changes from gray to green.
	Summary - Inactive	59 x 59	Default state. OnMouseOver the button changes from gray to green.
	Summary - Active	59 x 59	Remains "lit" when on the Summary page.
	LPR Help - Inactive	59 x 59	Default state. OnMouseOver the button changes from gray to green.
	LPR Help - Active	59 x 59	Does not remain "lit," since LPR Help exists outside the LPR application itself.


2.2.2 Icons






The following icons appear throughout the LPR application and the LPR welcome screen.

Image	Name - State	Dimensions (pixels)	Notes
	Check	26 x 26	Positive messaging icon. Denotes success and accompanies text in green (#5C8E26) . See “Messaging” section for more details.
	X	26 x 26	Negative messaging icon. Denotes failure or incomplete required item. Accompanies text in red (#C92525) . See “Messaging” section for more details.
	Info	26 x 26	Neutral messaging icon. Denotes optional item unfulfilled or notice of non-error condition. Accompanies text in blue (#22508E) . See “Messaging” section for more details.

2.3 Other Images

These are other images that can appear in the LPR login, welcome or application screens.

Image	Name - State	Dimensions (pixels)	Notes
	LPR Logo	56 x 55	Branding element for the LPR application header.

 LPR Help	LPR Help (Login and Welcome screens)	40 x 52	Takes the user to the Help content housed on the LPR area of the Talent Pipeline site.
	Rating Background - Disabled	36 x 36	When Manager views LPR, all Executives self-ratings are seen with this background.
	Rating Background - Enabled	36 x 36	When either role views LPR, their own ratings are seen with this background <i>prior to</i> selecting a Behavior (rating).
	Rating Background - Completed	36 x 36	When either role views LPR, their own ratings are seen with this background <i>after</i> selecting a Behavior (rating).
	Rating Background - Summary	36 x 36	When either role views LPR Summary, ratings are seen with this background. It is green to indicate completed, but with a black line to indicate it cannot be changed.

3. Tables

The LPR employs tables extensively throughout to display rather large amounts of information at times. Use the same styles consistently from page to page.

3.1 Levels

Tables consist of up to five “levels.” Most will have two or three only. The most complex table type is in the Summary. Note: the following is for formatting demo purposes only. It demonstrates how the actual table looks, but not the quantity of data.

Assessment					
Success Factor: Know Our Business					
<i>Ratings</i>		<i>Core Elements</i>	<i>Behaviors</i>		
<small>EXEC</small>	<small>MGR</small>		<i>Ineffective (IE)</i>	<i>Generally Effective (GE)</i>	<i>Consistently Effective (CE)</i>
HE	HE	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet

Outer Table
 Border: 1px solid #BFBFBF
 Padding: 3px
 Background Color: none

Header Row (Level 1)
 Border: 1px solid #BFBFBF
 Padding: 5px
 Background Color: #FDEFE3
 Font: Arial 16px black bold
 Alignment: Middle left

Sub-header Row (Level 2)
 Border: 1px solid #BFBFBF
 Padding: 5px
 Background Color: #D9D9D9
 Font: Arial 15px black bold
 Alignment: Middle left

Column Sub-header (Level 4)
 Border: 1px solid #BFBFBF
 Padding: 5px
 Background Color: #F2F2F2
 Font: Arial 14px black normal italic
 Alignment: Middle center

Data Cell (Level 5)
 Border: 1px solid #BFBFBF
 Padding: 5px
 Background Color: white
 Font: Arial 13px black normal
 Alignment: Top left

Column Header (Level 3)
 Border: 1px solid #BFBFBF
 Padding: 5px
 Background Color: #F2F2F2
 Font: Arial 14px black bold italic
 Alignment: Middle center

Ratings Cell (Level 5 - Modified)
 Border: 1px solid #BFBFBF
 Padding: 5px
 Background Color: white
 Font: Arial 15px black bold
 Alignment: Top center
 Width: 40px
 Height: fluid

Success Factor 1 of 4: Know Our Business

Core Elements	Ratings		Behaviors
Select a core element below.	EXEC	MGR	Choose the behavior below that best describes the selected core element.
Gets our industry	<input type="radio"/> HE	<input checked="" type="radio"/> CE	<p><input type="radio"/> IE – Ineffective Fails to seek clarification about personal and team goals</p> <p><input checked="" type="radio"/> GE – Generally Effective Seeks to understand expectations for self and team</p> <p><input type="radio"/> CE – Consistently Effective Understands what is expected; can articulate personal and team goals</p> <p><input type="radio"/> HE – Highly Effective Helps others understand team objectives and how they can contribute</p>
Knows where we are going and why	<input checked="" type="radio"/> CE	<input checked="" type="radio"/> GE	
Analyzes each situation	<input type="radio"/> CE	<input type="radio"/>	
Makes sound decisions	<input type="radio"/> HE	<input type="radio"/>	
Understands how we define success	<input type="radio"/> GE	<input type="radio"/>	

Data Cell (Level 5) - Modified
Border: 1px solid #BFBFBF
Padding: 5px
Background Color: white
Label Font: Arial 14px black bold
Name Font: Arial 15px #717171 normal
Alignment: Inner portion centered, but labels left-aligned with each other and name data and password field left-aligned with each other

Authentication

User Name Catherine Andersson (B012345)

Password

Log In

Header Row (Level 1)
Border: 1px solid #BFBFBF
Padding: 5px
Background Color: #FDEFE3
Font: Arial 16px black bold
Alignment: Middle left

Button
Font: Arial 14px black normal
Alignment: Middle center

Authentication

User Name Catherine Andersson (B012345)

Password




Log In

Properties
Dimensions: 365 x 167
Padding: 22px (in red for demonstration purposes only)

Messaging

Messages in the LPR are of three categories: Error/Incomplete (negative) denoted by the X icon, Success/Complete (positive) denoted by the Check icon and Info (neutral) denoted by the Info icon.

Since messages can appear in tables or as body text, inherit font size from context.

Signatures	
Executive	Manager
 Unsigned	 Signed by Catherine Andersson (B012345) on 00/00/00 at 11:06 AM
 Completed LPR: Per HR override by Manager Jonathon Danforth (B067890) on 00/00/00 at 9:18 AM	

Info Message

- Absolute Middle alignment
- 3 pixels from text
- Appropriate font for level in table
- Blue color message (#22508E)
- Bold name, date and time

Error/Incomplete Message

- Absolute Middle alignment
- 3 pixels from text
- Appropriate font for level in table
- Red color message (#C92525)
- Bold name, date and time

Success/Complete Message

- Absolute Middle alignment
- 3 pixels from text
- Appropriate font for level in table
- Green color message (#5C8E26)
- Bold name, date and time



LPR Dashboard

The following shows the Leadership Performance Review and Development Plan reporting system used by managers, second-level supervisors, Human Resources personnel and administrators. Included are:

- Manager Progress Tracking Report
- HR Manager Progress Tracking Report
- Functional Unit Progress Tracking Report
- Business Unit Progress Tracking Report
- Total Company Progress Tracking Report

Manager View

Welcome MBPTL11 Fri, Apr 28, 2018 Help & Support My Site My Links Quick Links All Sites Search...

my macy's
PORTAL

Leadership Performance Review Progress Tracking Reports Control List

Manager Progress Tracking Report

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur at augue quam. gravida hendrerit mi. Nam tellus purus, placerat nec mollis sit amet, ullamcorper vel diam. Duis elementum porttitor purus, nec viverra nibh eleifend nec. Sedi eu ullamcorper magna. Proin porta, odio id rutrum vulputat.

Actions								
RLI	Function	Executive Name	Manager	LFR Level	HR Manager	Status	Rating	LFR Link
SDS	Tan Ross	308PTL11	Leading Self	308PTL14	Validated			http://f5000000012/applications/for/myip/Form.aspx?exec=401000200
SDS	Steve Yankeye	308PTL11	Leading Self	308PTL14	Validated			http://f5000000012/applications/for/myip/Form.aspx?exec=401000482
SDS	Windy Maddneri	308PTL11	Leading Self	308PTL14	Validated			http://f5000000012/applications/for/myip/Form.aspx?exec=401000453
SDS	Nicholas Zedlar	308PTL11	Leading Self	308PTL14	Validated			http://f5000000012/applications/for/myip/Form.aspx?exec=401003018
SDS	Scott Birge	308PTL11	Leading Self	308PTL14	Validated			http://f5000000012/applications/for/myip/Form.aspx?exec=401002867
SDS	Christopher Rivard	308PTL11	Leading Self	308PTL14	Validated			http://f5000000012/applications/for/myip/Form.aspx?exec=401009004
SDS	Michael Cole	308PTL11	Leading Self	308PTL14	Validated			http://f5000000012/applications/for/myip/Form.aspx?exec=401009200
SDS	Patrick Grizzard	308PTL11	Leading Self	308PTL14	Validated			http://f5000000012/applications/for/myip/Form.aspx?exec=401009516
SDS	Jeffrey Travis	308PTL11	Leading Self	308PTL14	Validated			http://f5000000012/applications/for/myip/Form.aspx?exec=401010458
SDS	James Rice Jr.	308PTL11	Leading Self	308PTL14	Validated			http://f5000000012/applications/for/myip/Form.aspx?exec=401015518

Home Contact Us Publish on MyMacy's Help & Support My Profile

HR Manager View



Functional Unit Progress Tracking Report

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur at augue quam, gravida hendrerit mi. Nam tellus purus, placerat nec mollis sit amet, ullamcorper vel diam. Duis elementum porttitor purus, nec viverra nibh eleifend nec. Sed eu ullamcorper magna. Proin porta, odio id rutrum vulputat.

Function	Executive Name	LPR Level	Manager	HR Manager	Status	Rating	LPR Link
Manager : A. Willis (7)							
SDS	David Perez	Leading Others	A. Willis	Jennifer Marinacci	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01004224
SDS	Brandon Stephens	Leading Others	A. Willis	Jennifer Marinacci	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01006227
SDS	Rosemary Raganella	Leading Self	A. Willis	Jennifer Marinacci	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01000037
SDS	Charles Herring	Leading Self	A. Willis	Jennifer Marinacci	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01000388
SDS	Katherine Carrier	Leading Self	A. Willis	Jennifer Marinacci	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01000724
SDS	Kimberly Arendsen	Leading Self	A. Willis	Jennifer Marinacci	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01045760
SDS	James Wallace	Leading Self	A. Willis	Jennifer Marinacci	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01046167
Manager : Andrew Veazey (11)							
SDS	Jonathan Howe	Leading Self	Andrew Veazey	Jennifer Marinacci	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01000059
SDS	Patrick McEnaney	Leading Self	Andrew Veazey	Jennifer Marinacci	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01000068
SDS	Roberto DeCosta	Leading Self	Andrew Veazey	Jennifer Marinacci	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01000715
SDS	David Maggiore	Leading Self	Andrew Veazey	Jennifer Marinacci	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01003994
SDS	Sayed Muneer	Leading Self	Andrew Veazey	Jennifer Marinacci	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01007917
SDS	Guy DeLoach	Leading Self	Andrew Veazey	Jennifer Marinacci	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01008205
SDS	Michael Watson	Leading Self	Andrew Veazey	Jennifer Marinacci	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01009126
SDS	Laurie Campbell	Leading Self	Andrew Veazey	Jennifer Marinacci	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01017375
SDS	Kim Smith	Leading Self	Andrew Veazey	Jennifer Marinacci	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01022885
SDS	Mega Lackey	Leading Self	Andrew Veazey	Jennifer Marinacci	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01046179
SDS	Robert Ashman	Leading Self	Andrew Veazey	Jennifer Marinacci	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01049418
Manager : b0SP1L11 (10)							
SDS	Ian Rose	Leading Self	b0SP1L11	b0SP1L14	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01000300
SDS	Sree Vankayala	Leading Self	b0SP1L11	b0SP1L14	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01000452
SDS	Vinay Maddineni	Leading Self	b0SP1L11	b0SP1L14	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01000453
SDS	Nicholas Zedlar	Leading Self	b0SP1L11	b0SP1L14	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01001018
SDS	Scott Byrge	Leading Self	b0SP1L11	b0SP1L14	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01002667
SDS	Christopher Rivard	Leading Self	b0SP1L11	b0SP1L14	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01009084
SDS	Michael Cole	Leading Self	b0SP1L11	b0SP1L14	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01009300
SDS	Patrick Grizzard	Leading Self	b0SP1L11	b0SP1L14	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01009816
SDS	Jeffrey Travis	Leading Self	b0SP1L11	b0SP1L14	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01010459
SDS	James Rice Jr.	Leading Self	b0SP1L11	b0SP1L14	Validated		http://fs000xsspp12/applications/lpr/mylprForm.aspx?exec=01015519