

# **Web Page Handbook**

Institute of Mathematics – TUHH

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# Contents

<b>1</b>	<b>Use of this Handbook</b>	<b>3</b>
<b>2</b>	<b>Stakeholder and Use Cases</b>	<b>4</b>
2.1	Scientific Staff . . . . .	4
2.2	Students . . . . .	4
2.2.1	Prospective Students . . . . .	4
2.2.2	Current Students . . . . .	4
2.2.3	Ex-Students . . . . .	5
2.3	Future Employees and PhD Students . . . . .	5
2.4	Future Employers . . . . .	5
2.5	Funder (Fördermittelgeber) . . . . .	6
2.6	Guests and Colleagues . . . . .	6
2.7	Alumni . . . . .	6
<b>3</b>	<b>Institute Web Page Content</b>	<b>7</b>
3.1	Staff Personal Web Page . . . . .	7
3.1.1	Content . . . . .	7
3.1.2	Implementation . . . . .	8
3.1.3	Work-flow . . . . .	8

# 1 Use of this Handbook

This handbook aims to provide guidelines for generating and maintaining web content on the institute web page.

Note that this Handbook is work in progress and will continuously updated. The next revision will be in the year 20XX.

## 2 Stakeholder and Use Cases

In this chapter, we list the different stakeholders and their interests in our website. The (up-to now incomplete) use cases provide concrete scenarios that members of different stakeholder groups would encounter when visiting our website.

### 2.1 Scientific Staff

Professors etc. may want to

1. provide their contact details
2. show their research interests in a way that others can get a good impression
3. make their publications and a bibtex file available for download and provide links to preprints and the journal (this seems to be a common practice if not a de-facto standard)
4. give an overview of their teaching experience
5. announce talks/conferences/workshops/seminars and provide further material/information w.r.t. the event (*added later, not mentioned in the meeting*).

### 2.2 Students

Different subgroups of students have been identified. Each one of them has different intentions of visiting our website.

#### 2.2.1 Prospective Students

Prospective students want to inform themselves about Technomathematics at TUHH. This content is currently located at

<http://technomathematik-hamburg.de/>

#### 2.2.2 Current Students

A current student (TUHH/UHH)

1. has a question regarding Technomathematics

2. is an engineer and needs assistance regarding a re-examination (Wiederholungsprüfung)
3. needs a contact person for a study related matter
4. may be looking for *general information* regarding teaching activities like the different types of offered lectures and seminars at our institute.
5. may be looking for information regarding *specific* lectures or seminars. They should be redirected appropriately to the Stud.IP content.
6. wants to find out their exam score (*added later, not mentioned in the meeting*).
7. may be interested in writing a Bachelors or Masters thesis and does not know
  - a) what we do besides our lectures
  - b) what prerequisites he should comply with
  - c) who to contact if he is interested in writing a thesis
  - d) how example thesis written at our institute look like in order to get an idea of what is expected
  - e) if there is a list of topics for theses available

### **2.2.3 Ex-Students**

An ex-student may be looking for teaching material of his past lectures but has no access to Stud.IP or an equivalent platform.

## **2.3 Future Employees and PhD Students**

A future employee

1. wants to get a first impression of his future team
2. is interested in our research topics and research interests
3. wants to find out what teaching tasks he may be involved in

## **2.4 Future Employers**

Future employers want to

- 1.

## 2.5 Funder (Fördermittelgeber)

The DFG or other funding organizations

1. want be mentioned if they are currently funding
2. want to see if someone else is or has been funding projects.

## 2.6 Guests and Colleagues

Based on 2.1, guest etc. may want to find out about

1. contact details of institute members
2. research interests
3. look for publications, ideally with bibtex file available for download and links to preprints and the journal (this seems to be a common practice if not a de-facto standard)
4. our teaching (offered lectures)

## 2.7 Alumni

An alumnus

1. might want to be found after he has left our institute.

# 3 Institute Web Page Content

## 3.1 Staff Personal Web Page

### 3.1.1 Content

The following information should be located on the Staff personal webpage:

#### Contact information

- Name
- Address
- Office
- Phone-Number
- Mail address



- Photo  
(of David Hilbert)

#### Office hours

Day and hours of office hours. Also list the upcoming cancellations.

#### Research interest

Each interest should come with a short header and a short description of the research field.

#### Projects

Each (funded) research project should come with a short header and a short description of the project content.

#### Publications

Database of publications filtered by the name of the staff member.

#### Talks

List of given talks.

## **Teaching**

List lectures/tutorials given (only at TUHH).

## **CV**

A short curriculum vitae. Our working members come from many different universities which is a fact that we should highlight.

### **3.1.2 Implementation**

How will it be implemented technically?

### **3.1.3 Work-flow**

How will the user (Wiss. Mitarbeiter) provide the necessary information to a technician or secretary? Does information necessarily have to pass through technical/administrative staff or can it be processed directly by the user?