



January 6, 2012

Dear Stakeholders,

The Administrative Office of the Courts (AOC) Guardian Program is exploring updating and consolidating three related websites:

- The Certified Professional Guardian Board/Professional Guardian Certification
http://www.courts.wa.gov/programs_orgs/guardian/
- The Office of Public Guardianship
http://www.courts.wa.gov/programs_orgs/index.cfm?fa=programs_orgs.display&filed=pos_opg/index
- Lay Guardian Training
http://www.courts.wa.gov/programs_orgs/guardian/?fa=guardian.layGuardianship&type=training

We plan to create a portal that is usable and functional for communities and users seeking information for themselves or others related to alternatives for decision-making assistance.

To assist with the development process, the Guardian Program is seeking assistance from individual volunteer users who are family members and friends of individuals with disabilities, persons under guardianship, persons with disabilities, advocates of persons with disabilities, attorneys, and guardians (family, professional, public).

Interested individuals are encouraged to participate at whatever level they feel comfortable to accomplish the following:

- Complete a card sorting exercise used to explore how people group items, so we can develop a website structure that maximizes the probability that users are able to find information they need.
- Perform a primitive gap analysis to determine gaps in website content/information.
- Test site usability at various levels of development.

We have an aggressive project plan with specific deadlines and dependent milestones. Important dates are:

- February 3, 2012 - Card sorting exercise completed
- February 10, 2012 - Gap analysis completed
- May 18, 2012 - Usability testing completed

If you are interested in creating a better website to assist the communities referenced above, and you have the time, please e-mail the following information:

- Name
- Mailing Address
- E-mail Address
- Phone Number
- Community Membership (family member or friend of individuals with disabilities, person under guardianship, person with a disability, advocate of persons with disabilities, attorney, and guardian (family, professional, public)).

We're planning an online meeting the week of January 23 to explain the tasks above. We will mail the card sorting exercise and gap analysis form the same week. If you haven't received it by January 27, please e-mail me at shirley.bondon@courts.wa.gov.

Thanks for your assistance,

A handwritten signature in black ink, appearing to read "Shirley Bondon", with a long horizontal flourish extending to the right.

Shirley Bondon, Manager
Office of Public Guardianship