

DT4SI - Final Project – Guidelines for the report Spring 2025

The final report documents the team project work. It is composed of a summary of the work done and key learnings, next steps with a table of contents connected to all different elements of the process saved in the Group Teams.

We ask you to use your group's Teams channel to document their process: research, ideation, prototyping, user feedback and rationale for choosing certain solutions rather than others. These data need to be included in your final report.

What do you need to have in your final report?

- Title page: Name of the project and Team Members
- **Summary of the work: 3- 6 pages overview:**

Below are the different points we would like you to address. Feel free to include visuals.

- Explain your idea in one sentence
- Explain what is the need you are trying to address.
- Tell us who will benefit and how will you monitor.
- Imagine what might a day in the life of a community member interacting with your idea look like?
- Describe your design process: Main steps and main learnings at each step:
 - What kind of research methods did you use (how much secondary research, how many interviews, design activities - what kind)?
 - Synthesis and theming:
 - Main insights
 - Problem statement
 - How might we?
 - Ideation: what ideas emerge, which one did you select and why?
 - Prototyping: what prototypes to test what assumptions and main learnings
 - Show the iteration! How your idea evolves.
 - If you changed idea, tell us and tell us why.
 - Key learnings.
- What might be the next steps? Tell us how implementation might look like
- **Table of content:** Organize your Group Team and create a table of content with links to each folder / document. (This is to help Beatriz and I navigate your Teams).