<Report Title>

Prepared by

<Company Name>

Insert Company logo here

<Student Names & Uids>

<Course, Course Code>

<Tutorial <#>, Group <#>, Tutor Name>

Responsible Innovation Project Report

Due <insert date>

Version <1.0>

Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Description** | **Author** |
| <dd/mmm/yy> | <x.x> | <details> | <name> |
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Executive Summary

*Include a brief summary overview (~150 words) of the project report here.*

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# Introduction

*Add a brief description of your assessment task this semester, the company you were working with and a summary of the project challenge your team set out to solve (3-4 sentences). Include the complete project challenge description in the Appendix and refer to this in text.*

## Purpose

The purpose of this report is to …. *Briefly state the aim of the project and include a report outline (signposting)*

## POV

*Outline the design challenge into an actionable problem statement using a Point of View (POV) framework.*

## Scope

*Include 1-2 sentences about what was insider and outside the scope of you report and professional project.*

Team Number: <#>

## Definitions, Acronyms, and Abbreviations

*Add any definitions, acronyms, or abbreviations commonly used in your report here. (This section is optional.)*

# Literature Review

*Provide a 1-2 paragraph literature review related to your project challenge. Include a review of other technologies, innovations or solutions relevant to the project challenge or solution. Provide in text citations.*

# Methodology

*In this section clearly outline what methodology you used in your research to empathise with the user, i.e., what you did and how you did it. It must be clearly written so that it would be easy for the Industry Partner to duplicate your research if they wished to.* *You do not discuss your results in this section.*

* *Methodology is usually written in a 'passive' voice (e.g. the participants were asked to fill in the questionnaire attached in Appendix 1) rather than an 'active' voice (e.g. I asked the participants to fill in the questionnaire attached in Appendix 1).*
* *Clearly reference any material you have used from other sources.*

*More info visit:* [*https://unilearning.uow.edu.au/report/2biv1.html*](https://unilearning.uow.edu.au/report/2biv1.html) *and* [*https://libguides.usc.edu/writingguide/results*](https://libguides.usc.edu/writingguide/results%20%20)

## Research Design

*This is a critical section of your report where the reader can understand the quality of the report and data used to justify the final prototype solution recommended. Did you aim to collect primary or secondary data or both? Was your study qualitative or quantitative or a combination of both (mixed method)? Did you take a special approach, such as design thinking framework to guide your research process?*

## Participants

*Briefly describe your users or population sample. Who, how many, how were they chosen?*

## Data collection

*Your methods for gathering data should have a clear connection to your POV and the project challenge. In other words, make sure that your methods actually addressed the problem and need to better empathise with the stakeholders. Briefly summarise the following information.*

* *What elicitation techniques or data collection methods did you use, such as DT tools, surveys, interviews, observation, and why? What was the timeframe for data collection? Describe how the methods were originally created or gathered, such as “The questionnaire used a mixed method design consisting of eight closed (or quantitative) questions using XXX data scales, and two open (or qualitative) questions. The survey aimed to collect data relating to user needs and pain points (see Appendix <#>. The survey was distributed online on <date> to < >. The survey was voluntary and participants were given one week to complete the questions. <#> people responded to the survey.…”.*

## Data analysis

*What techniques were used to analyse the data? Eg., “The qualitative data was analysed using thematic analysis based on Miles & Huberman (1994). The data was collected, reduced via a coding process, displayed and conclusions were made to better empathise with the user. As part of the data display, data was also mapped to other DT tools (see Appendix <#>). Qualitative data was analysed…”*

## Ethical considerations

*What ethical considerations did you consider as part of your research design?*

# Empathy

*When presenting the results section, it's important to remember that the results of a study do not prove anything. The act of visualizing the data helps you to better empathise with the challenge from within, to break it into pieces, and to view the project challenge from various perspectives. Present a synopsis of the results followed by an explanation of key findings using OSEM. Include links to the Appendix if you include detailed results there.*

# Ideation

*Briefly outline the process used for ideation (Tutorial Week 8), including a justification for final potential solutions based on the feedback from the Industry Partner during your final meeting.*

# Prototyping

*What is the final solution/recommendation? Include a justification for your solution based on a validation of the design, considering technical, user, legal, ethical or other requirements. Include appropriate labelling, figure/table captions and links in the main text to detail the design or include links to the Appendices for more information.*

# Recommendations

*Briefly outline recommendations for the Industry Partner considering the research design, design thinking framework, prototype solution, etc.*

# Proposed budget

*Summarise budget requirements in 1-2 sentences and link to the Appendix for a more detailed breakdown of estimated costs.*

# Project plan

*Summarise the project plan in 1-2 sentences and link to the Appendix for a more detailed breakdown or Gantt chart for the time needed to complete the implementation of the proposed solution.*

# References

*Insert reference list here following APA, Harvard or IEEE style guide.*

# Appendix A <Insert Appendix Title here>

*Add additional appendices as needed. Appendices are not included in the page count. One appendix per page or section. Appendices must be labelled alphabetically.*