

# PROJECT REFLECTION TOOL





# PURPOSE OF THE TOOL

## What is PRT?

- Conversational documentation framework for design and research activities
- Transforms reflective practice from laborious writing to natural dialogue
- Captures complete context: participants, resources, activities, insights, and decisions
- Creates structured documentation that supports both immediate and long-term research needs
- Enables documentation through voice/conversation rather than formal writing

# RESEARCH THROUGH DESIGN

emphasis on process documentation

documents successful and failed approaches systematically

evolution of design thinking in real-time

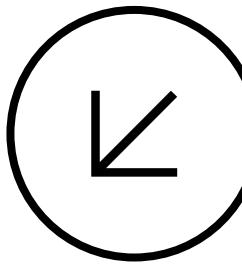
bridges design work with rigorous academic reflection

creates traceable research artifacts

# IN LLM

## AI-Facilitated Conversation

- Claude AI acts as guided conversation partner using structured template questions
- User responds naturally through voice dictation or typing
- AI adapts questions based on user responses while maintaining framework structure
- Generates formatted markdown artifact at conversation end
- Creates date-stamped documentation following consistent structure
- Enables natural thinking patterns ("thinking through talking") rather than forced formal writing



# THEORETICAL FOUNDATION

Based on Project Reflection Tool by Peter Dalsgaard and Kim Halskov  
(HCI/Design research)

- Adapted from original paper-based format to conversational AI-supported process
- Incorporates Indigenous methodology principles (oral knowledge transmission, relationship-building)
- Information can be accessed later
- Supports reporting and locating points of change later in research
- Helps to capture processes for replication and testing in different environments
- Can easily be published or shared via other KMB methods

# WHERE IT WORKS

## ■ Dual Functionality

Works as daily research journal AND long-term analytical tool

## ■ Reduce cognitive load

Template questions guide thinking without overwhelming

## ■ Capturing connections

Links current work to previous research naturally

## ■ Conversational

Works with natural speech patterns and varied thinking styles

## ■ Pattern recognition

Reveals underlying processes across seemingly disparate activities

## ■ Indigenous method

Embodies oral tradition and knowledge transmission

# IMPROVEMENT?

## ■ Time investment

Initial setup and first few PRTs require significant time commitment

## ■ Scaling questions

How to balance thoroughness with efficiency for frequent use

## ■ Community adaptation

Refining for use by others (RA testing underway)

