



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

RESEACH THROUGH DESIGN

emphasis on process
documentation

evolution of design
thinking in real-time

creates traceable
research artifacts

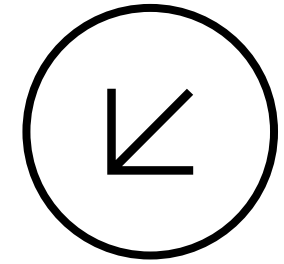
documents successful
and failed approaches
systematically

bridges design work
with rigorous
academic reflection

IN LLM

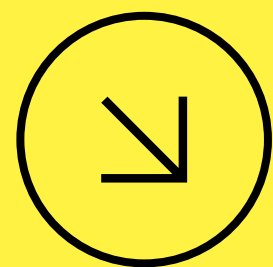
AI-Facilitated Conversation

- 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)

