

## ENGG105 Tutorial 3 (week 4) – preparing a design report

### IMPORTANT Announcement

Design Milestone 1, the Design Brief is due 10pm Thursday week 4. Submission (1 per group) via the assignments section on Moodle.

### Learning Outcomes

By the end of this tutorial, students will have had an opportunity to

- Practice the initial stages of report writing
- understand the importance of document structure
- draft the structure of their design brief
- develop strategies and set goals for productive team writing

### Time plan

**25 mins** Introduction and team reports

**85 mins** Structuring the design brief

### Subject Learning Outcomes

v) demonstrate self-directed learning applied to design

vi) communicate design ideas and processes effectively, both in writing and verbally

vii) work as a productive member of a team, recognising roles, responsibilities and accountabilities of individuals in a team.

### Reading

Johnson & Gibson, Sustainability in Engineering Design, chapters 2 & 5

### Resources

- Milestone 1 assessment criteria

### Task 1 Client Brief research presentations (25 mins)

Teams have 3 minutes to present findings of their research into the design project client brief (homework from last week). Only 1 person from each team needs to speak, and they can use the whiteboard if necessary (no powerpoint!).

### Task 2 Structuring the design brief (85 mins)

Teams will work together with tutor's advice to develop the structure and content of their Milestone 1 assessment, the Design Brief. You will develop a detailed plan for completing the Design Brief over the next week, so it is critical that your team has a near complete draft of your document structure at the end of this class. The process is as follows:

**Consider the audience:** Study the communication diagram, see below. In a class discussion consider:

- Who is communicator A? Who is communicator B?
- What is the message to be carried?
- As the message is complex, how can it be simplified? (hint – a structured document with appropriate section breaks)

In your team consider the following process for putting a document together:

1. Summarise your message in a few sentences (i.e. the challenges identified on site are X, Y Z. The team has decided to focus on [insert]

design area. The Team believes this will meet the client's needs because A, B, C...)

2. List what needs to be explained in further detail throughout the design brief to elaborate on this summary
3. Sort the list into categories, ie. client background research, site background research, design constraints A, B, C, etc. These categories then form the basis of the document structure with major sections and sub-sections.
4. What supporting information (research) do you have? How will you integrate this into the report to convince the reader that you know what you're doing?
5. At all times, ask the question: What does the audience need to know? 'need to know' information goes in the main body of the document, 'might be interested' information can be placed in an appendix.
6. As you develop the document structure, start adding notes under each heading to capture your ideas on what needs to be documented in each section.
7. As the document develops, it is worth reviewing it against the assessment criteria to judge

### Task 3 Planning Team Writing (10 mins)

In this task you will develop a detailed plan for completing, reviewing, and editing their design brief.

#### Step 1: Planning Meetings

- Schedule your next 3-4 team meetings (including the following week's tutorial) and the meeting role that each team member will take (Coordinator, Note-taker, Progress Chaser, Time Keeper).
- *Note: Meetings need to be structured so that they are productive and effective, with each team member given a role to play. These roles can be fixed for every meeting, or can be rotated from meeting to meeting (Example has been provided on Moodle) to keep track of tasks, deadlines, milestones, progress, completions, individual responsibilities. These examples don't have to be used, but teams should create some form of agenda, meeting notes and work plan.*

#### Step 2: Meeting Agendas

- Based on your draft design brief structure, decide what you need to discuss/work on at their next meeting
- The team member with the role of Coordinator needs to note these down, create an agenda and distribute it to other team members before their next meeting.

#### Step 3: Assigning responsibilities

- Allocate writing responsibilities.
- This is a cooperative process – each student needs to undertake research, take notes and draft parts of the report, but then as a team you need to brainstorm, expand, review and redraft in order that 'ownership' of the design brief is shared by the team, rather than by individuals
- Nominate team members as editors/proofreaders/publishers.

#### Step 4: Setting milestones and deadlines

- Consider the tasks and responsibilities you have just defined and assign deadlines.
- Assign someone with the role of following up on each team members progress in the lead up to the next meeting.

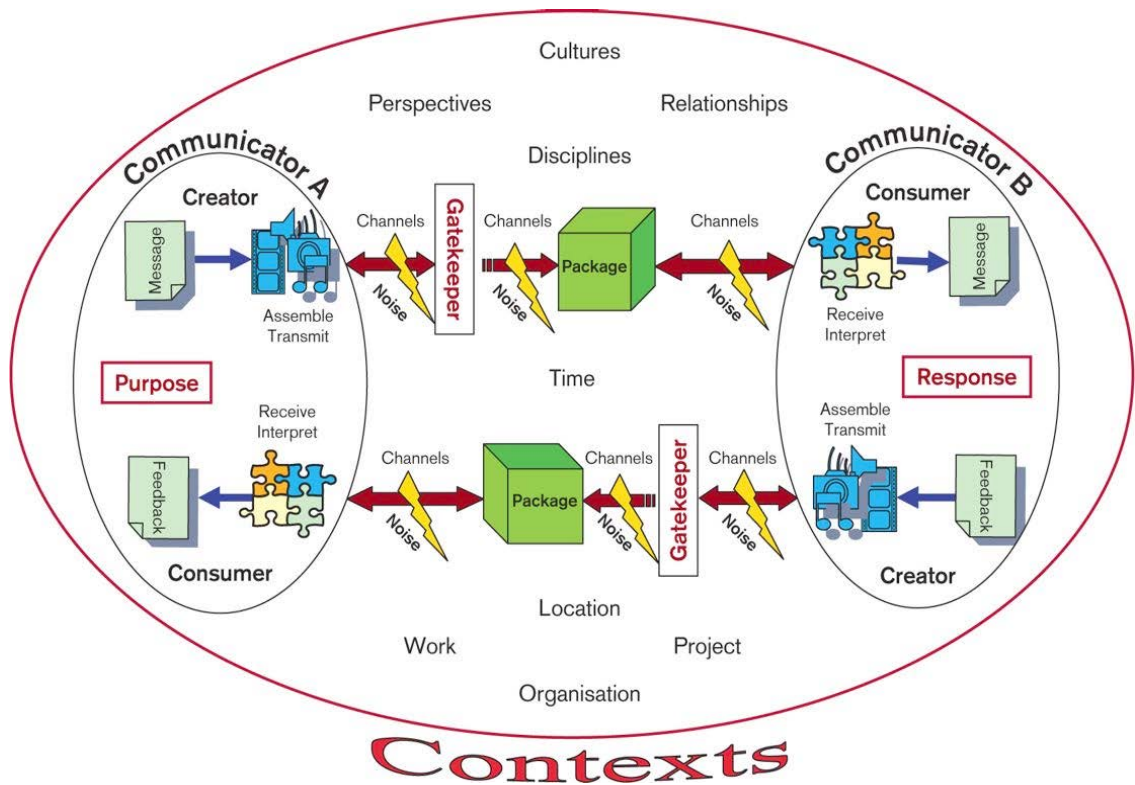


Figure 7.5 The PCR communication model (Dowling et al (2015), pp339)