

# ENGG105 Tutorial 2 – The client brief – unpacking client needs

## Goals for this tutorial

Contributing to the discussion, and working well together on the tasks in this session will help students find answers to the following questions:

- What are the cultural dimensions of design problems?
- What data and sources will be helpful, and where might we find these?
- What are possible solution/s to this problem can we come up with?
- How might teams start to narrow down a focus area for their design?

## Time plan

15 mins	Introduction and team reports
30 mins	Brainstorm client brief
20 mins	Sharing ideas - learning together
20 mins	Making adjustments – accounting for diversity
20 mins	Presentations
15 mins	Discussion and summary analysis

## Subject Learning Outcomes

iv) explain innovation in design and demonstrate creativity in the development of context-appropriate engineered solutions  
v) demonstrate self-directed learning applied to design

## Reading

Johnson & Gibson, Sustainability in Engineering Design, chapters 2.3-2.8

## Activities in this Session

The key purpose of this Session is to extend your awareness of ways in which values, culture and different perspectives influence choices and opinions in regard to matters requiring engineering action.

To do this well requires collaborative examination of both clients' needs and beliefs as well as the impact of professional knowledge and skills.

During this session you will:

- use your current knowledge – and some assumptions – to develop greater clarity on the design project Client Brief;

- work in different team combinations to explore both your knowledge and assumptions on the way to developing a viable design brief;
- practice skills of data analysis, summarising and preparation and presentation;
- demonstrate inclusiveness via analysis of needs, beliefs and possibilities.

## Task 1 – progress report

This week, and each subsequent week teams will be asked to give a very brief (1min max) verbal report at the beginning of class covering:

- What has been done in the last week?
- What needs to be done in the next week?

## Task 2 – Unpacking the Client Brief

In your team, work through the design project Client Brief. Discuss the following points and develop responses to each. As you do this, it will be useful to create a visual map of how everything fits together, an example is provided on page 3. Also on page 3 is an example table to help you record what further information you need and where you might find it. Fill this out as you go, this will form your work plan for the next week.

After 30 mins, you will be moved to a different group to share your discussions and learn from others. Keep a copy of everything for yourself so you are well prepared to present to others.

## The Client

Before you contact the client consider -

- What is the purpose of a client brief?
- What beliefs and needs of the client are apparent?
- What priorities are evident in the brief?
- Are the clients background and values clear?

## The Site

- What information is given?
- What information is needed?
- What is on the site now?
- Why has it not been developed already?
- Who owns the site?
- Who values the site?
- Who might want the site to change and who might not?

### ***Your Technical Design Focus***

- What design area(s) will your team focus on?
- Is there a section of the master plan you might focus on?
- What are the constraints?
- What are some possible engineering solutions you might consider?

### **Task 3 – Sharing ideas**

Once your tutor has moved you into a new large group, report to the group the considerations your team has made in response to the client brief. This is an information gathering exercise so make sure you take notes to benefit from others' thinking.

### **Task 4 – Consolidating**

Once back in your team, you have 20 minutes to pull together all the information each team member has just acquired and prepare a two minute report on your team's response to the brief.

### **Task 5 – Team presentations**

#### **Homework for Tutorial 2**

Following on from your progress in today's class, your team must research further information on the client and the site in preparation for design milestone 1 – the design brief. Desktop research, questions to the Moodle forum, and consulting the library are all useful avenues, plus others you have identified today. You will need to provide a detailed verbal report back on your progress in the week 4 tutorial. Only one person from the group needs to present, and no powerpoint slides or similar can be used. You may use the whiteboard to present ideas if you choose. You will have 3 minutes to present. Making progress between now and week 4 is critical as you prepare your report for Milestone 1.

## Using a Mind Map to sort, analyse and arrange your ideas

This sample Mind Map suggests items you might use. There are many more points to add before you can be confident you are adequately addressing all the project issues.

A mind map is a diagram used to represent words, ideas, tasks, or other items linked to and arranged around a central key word or idea. Mind maps are used to generate, visualise, structure, and classify ideas, and as an aid to studying and organizing information, solving problems, making decisions, and writing.



## Researching the brief

Researching the brief can be challenging. Use the table below, or similar to identify possible information sources to investigate over the next week.

Information Required	Sources (include questions you would ask to demonstrate your understanding of the issues)					
	Texts	Tutor/lecturer	Library	Internet	Peers	Experts