Advice Report

Abstract

This report is intended to list our feedback from our final presentations, solutions we provided, and outcomes of our work from project Innovision content database group for the recipients to make informed decisions.

Objectives

With this advice report, we wish to report the background of our product, its strengths and identify issues for the recipient, methodology used so far, potential opportunities for the product, discuss threats, Risks and Mitigation Strategies and a detailed conclusion.

Methodology

Throughout the project, the team worked and moved forward with the double-diamond methodology in mind. We broke down our work into the phases of the double diamond and then managed them into sprints. We held many interviews with clients and users, conducted many surveys, created user scenarios for use cases and once our products were completed, conducted user tests to validate them.

Current Situation Analysis

Strengths

The strengths include its user-friendly interface, clear safety instructions, informative guidance on the lights' features and use cases, and concise, focused instructions that minimize confusion.

Weaknesses

The information needs to be updated regularly for new devices entering the Pixel Playground or potential stationary installations such as the case with the Eclipse Fresnel TW where the instructions would be needed to be redirected to the tablet which controls the DMX input for the ceiling light fixtures.

Opportunities

There are different ways that the Pixel Playground could be developed. Like a user-friendly mobile app for interactive tutorials. Explore AR for virtual studio tours, equipment demos, and practical training simulations. Integrate QR codes in the physical space and use video annotations for quick access to relevant information. Foster an online community for collaboration and consider features like remote consultations for user support. These additions aim to elevate user engagement and create a more streamlined and interactive learning experience for the film/photo studio project.

Threats

One potential threat to the Pixel Playground is the possibility of major renovations that could impact the functionality of the light panels. For example, if the panels are fixed to the ceiling or removed altogether, the existing instructions for using them would no longer be useful. However, we do have instructions for using the tablet, which would control any newly installed lights. In this scenario, the existing instructions for the specific light panels would no longer be accessible.

Advice and Recommendations

To ensure Pixel Playground operations remain effective and safe, it's important to consistently update manuals in line with equipment changes. Here are the guidelines:

1. Regular Updates:

Frequency: Update manuals every six months or when new equipment is added.
Documentation Responsibility: Assign specific team members to review and update manuals regularly.

2. Integration of New Equipment:

Procedure: Develop a standard process for adding new equipment to Pixel Playground.
Documentation Parallel to Introduction: Update the manuals as new equipment is introduced.

3. Removal of Equipment:

Security Considerations: Promptly update manuals when equipment is removed.
Precautionary Measures: Include detailed precautions for handling and securing equipment to minimize risks.

4. Consistent Video and Manual Formats:

Uniformity: Maintain a consistent format for both videos and manuals for clarity.
Organized Content: Clearly outline procedures, safety guidelines, and troubleshooting steps in both video and manual formats.

5. Security Precautions in Manuals:

Handling Guidelines: Include instructions on safe handling, storage, and transportation of equipment.
Access Control: Emphasize security measures, including access controls and permissions.

6. Training Modules for Manual Updates:

Training Sessions: Conduct periodic training for team members involved in updating manuals.
Communication Channels: Establish clear communication channels for reporting equipment changes.

7. Stakeholder Communication:

Regular Reporting: Keep stakeholders informed about manual updates and any significant equipment or security changes.
Feedback Mechanism: Create a way for users to share insights or report issues with manuals and procedures.

Implementing these recommendations will not only keep Pixel Playground's manuals organized and up to date but will also contribute to a safer and more efficient environment. Regular maintenance and updates will ensure that users are well-informed about the equipment they are working with and that security measures are consistently reinforced.

Risks and Mitigation Strategies

1. Resistance to Change:

Risk: People might resist updating manuals regularly due to a reluctance to embrace
new processes.

Mitigation: Provide training to show the benefits of updates, reward teams for good practices, and communicate the positive impacts on efficiency and safety.

2. Inconsistency in Documentation:

Risk: Manuals and videos might have varying formats, causing confusion among users.

Mitigation: Regularly check and ensure all documents follow the same format, use templates, and promote collaboration among the team responsible for documentation.

3. Delayed Equipment Integration:

Risk: Delays in setting up a process for adding new equipment might leave users unprepared.

Mitigation: Form a team to swiftly integrate new equipment, test the process beforehand, and communicate the importance of following the standard procedure.

4. Security Gaps in Manual Updates:

Risk: Neglecting security during manual updates may expose Pixel Playground to risks.

Mitigation: Regularly check manuals for security flaws, provide security training, and strictly control access to manual repositories.

5. Insufficient Training for Team Members:

Risk: Team members might lack proper training, leading to incomplete or inaccurate documentation.

Mitigation: Develop a thorough training program, encourage continuous learning, and establish mentorship programs for new team members.

6. Ineffective Communication Channels:

Risk: Poor communication may result in delays in reporting equipment changes.

Mitigation: Set up a central platform for reporting changes, conduct regular updates, and foster open communication within the team.

7. Stakeholder Disengagement:

Risk: Stakeholders may lose interest if not consistently informed about updates.

Mitigation: Create clear reports for stakeholders, schedule regular meetings, and seek feedback to keep them engaged.

8. Lack of User Feedback:

Risk: Users might face challenges without an effective feedback mechanism.

Mitigation: Establish user feedback channels like surveys, encourage suggestions, and actively incorporate user insights into the update process.

In simpler terms, we're making sure everyone understands and accepts the changes, keeping all documents in the same easy-to-understand format, quickly adding new equipment in a standard way, ensuring manuals stay secure, training the team well, communicating effectively, engaging stakeholders, and listening to users for continuous improvement.

Conclusion

In conclusion, this report sheds light on the ins and outs of our Pixel Playground project, outlining what's working well and where we can tweak things for the better. We followed a solid double-diamond methodology, ensuring we approached challenges systematically. The report highlights the need to regularly update manuals and gives practical tips to keep things running smoothly in Pixel Playground. By staying on top of updates, seamlessly adding new gear, and sticking to security measures, Pixel Playground can maintain a user-friendly and secure environment. The risk mitigation strategies are like a roadmap to navigate potential hiccups and ensure a hassle-free operation. Implementing these suggestions will not only keep users happy and safe but will also keep Pixel Playground relevant and adaptable in the long run.

Appendices

1. Project Products: https://git.fhict.nl/I477222/innovision/-/tree/main/3.%20Develop%20phase/Manual
2. Video tutorials/ User Scenarios: https://git.fhict.nl/I477222/innovision/-/tree/main/3.%20Develop%20phase/Video%20footage/Finished%20videos
3. User Tests: https://git.fhict.nl/I477222/innovision/-/tree/main/3.%20Develop%20phase/Video%20footage/User%20testing
4. Project Git: https://git.fhict.nl/I477222/innovision/-/tree/main/