

MYP TECHNOLOGY

DESIGN FOLDER CHECKLIST

INVESTIGATE

Identify the problem

- ☐ I have described the problem as I understood it
- ☐ I have written an explanation on why the problem is important, relating it to my life.
- ☐ I have written an explanation on why the problem is important, relating it to society.
- ☐ I have written how and why solving this problem is relevant to the A.O.I.'s?
- ☐ I have written down and discussed appropriate questions (at least 4) that will guide my investigation (including one(s) given by my teacher).

Some of the questions that are considered are:

- What are some of the different ways I could present this product?
- What materials would be suitable for presentation? Etc
- Who will my client be?
- What does the client want? (Interview with the client is for this purpose.)
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- ☐ I have included surveys, questionnaires etc that I have used in the investigation section and the survey /questionnaire responses are analysed.

Develop your Design Brief

- ☐ I have written down a design brief: Explaining what I am going to do to solve the problem
- ☐ I have done research (using my guiding questions and design brief):
- ☐ It is clear from my research notes what I have learned in my investigation.
- ☐ I have clearly organised my research in a proper format (question/answer format is advised) with the answers written in paragraph form.
- ☐ I have included references to the sources of information in the answers (footnotes) and a bibliography in proper format is attached at the end of the investigation section.
- ☐ I have referred to at least three different types of resources in the investigation section.
- ☐ I have used supporting evidence such as quotes, photos, illustrations, and graphs and all those are and referenced (cited) appropriately.
- ☐ I have evaluated my sources of information (I have explained why I chose them and justified their use).
- ☐ I have formatted my bibliography (Idea: use these tools Noodle Bib, Knight Cite, Word)

Design Specifications

- ☐ I have concluded the investigation by formulating design specifications. I have included a table of **essential** and **desirable** characteristics. I have written down design specifications, which my product/solution must meet.
- ☐ I have Designed and explained test(s) which I will use in order to test my finished product against my specifications.

DESIGN	<input type="checkbox"/> I have included a variety of designs. <input type="checkbox"/> I have explained all parts of my design/ solution. <input type="checkbox"/> For explaining my designs, I have used many techniques like story boards, sketches, labelled diagrams with explanations etc <input type="checkbox"/> I have evaluated each design critically against the design specification (questionnaire might be the easiest) <input type="checkbox"/> I have justified the selection of a particular design. <input type="checkbox"/> I have evaluated my performance in the design stage of the project.
PLAN	<input type="checkbox"/> I have included a time line (e.g. Gantt chart that should show planning and scheduling tasks over time) <input type="checkbox"/> I have included a step by step plan (How the project will be carried out) <input type="checkbox"/> I have included evidence for my planning about material/tools and resources usage. <input type="checkbox"/> I have critically evaluated my time plan. I have tried to answer the following questions <ul style="list-style-type: none"> ○ Was the plan detailed enough, and why? ○ Could it be followed by someone else, and why? ○ Have I used all the resources available to me? <input type="checkbox"/> I have justified any modifications that seem necessary at this stage to my original design.
CREATE	Make the product and show evidence of the following <input type="checkbox"/> I have made dated journal entries in my process journal.. <input type="checkbox"/> I have explained the tools and techniques used in the process of creation. <input type="checkbox"/> I have included evidence in the creation phase that I have followed my time plan. <input type="checkbox"/> I have justified any changes I made to my plan during the creation phase. <input type="checkbox"/> I have included screen shots and other photographic evidences of the key phases of creation. <input type="checkbox"/> I have made notes regarding any changes I made e.g. added a step, changed the order, changed the technique, used another resource, didn't need a resource, didn't finish what was planned etc. <input type="checkbox"/> I have kept notes in process journal about how well I worked, problems encountered, and use of time - to be used in the evaluation.
EVALUATE	<input type="checkbox"/> I have included the feedback received from my testers /user in proper format. <input type="checkbox"/> I have analysed the results of questionnaires if any used for testing my product / solution. <input type="checkbox"/> I have included a detailed evaluation of my own performance at each stage of the design cycle by discussing the strengths and weaknesses of each stage. I have included my observations on how each stage could have been improved. <input type="checkbox"/> I have compared my predicted time plan with the actual and gave reasons for the changes <input type="checkbox"/> I have included a discussion on the impact of my product on me, others and/or the environment.
ATTITUDES IN TECHNOLOGY	<input type="checkbox"/> I have displayed enthusiasm, motivation and initiative in completing this project <input type="checkbox"/> I have worked well both in class and outside the class <input type="checkbox"/> I have met all the deadlines