

Team Tasks Checklist

A simple task list based on the process. Use the blank column to tick off, add notes, or say who's doing what.

Task / Question	/ Notes
Step 1 — Clarify the Constraints What are we solving?	Example: Helping local people understand, track, and improve how they handle waste — stuff like recycling contamination, landfill, and litter — through a website or app.
Who are we designing for?	Example: Local residents (different ages, backgrounds, and tech confidence); some are already into sustainability, others need a nudge; they care about the environment and their community.
What does success look like according to the spec?	Example: Designed for real community members, not just students; good UX thinking; proof you thought about real users; makes sense and everyone can use it; clear links to Computing Technology.
Step 2 — Lock the Core Idea Project name decided?	GreenCircle — a community-focused waste and sustainability platform.
Purpose defined?	Example: Let residents see waste data, report issues, join challenges, and make better recycling choices; help council and crew do their jobs.
Target users identified?	Example: Resident, Field Crew Member, Sustainability Ambassador, Council Administrator (each gets their own dashboard and tasks).

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Tone agreed (community-focused, formal, playful)?	Example: Community-focused — encouraging, helpful, and practical; friendly but still clear.
Step 3 — Anchor Everything to the Spec	
Required deliverables listed?	<i>What do we have to do vs what would be cool? If we run out of time, what comes first? How do we tell the waste story so people get it? What way of explaining it will work best?</i>
Explain the issue	<i>Which journeys matter most to show? Just reporting? Challenges? Something else? What does “community needs” actually mean here — easy to use, works offline, council can see what’s happening, or something else?</i>
Show UX features and user journeys	
Demonstrate how the design meets community needs	
Step 4 — Document Thinking Before Designing	
Foundation document created?	<i>One shared doc or separate bits? Who’s responsible for keeping it up to date? Resident, crew, admin — is that everyone, or are we missing someone (e.g. ambassadors, carers, schools)?</i>
Actors defined?	
User stories written?	<i>A user story = one goal from the user’s point of view: “As a [role], I want [goal] so that [benefit].” How many do we need? One per actor or just the main user?</i>

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Core journeys mapped?	<i>A user journey = the steps someone takes to get something done (e.g. open app → report issue → get confirmation). Which one do we map first — reporting, challenges, dashboard?</i>
Prototype scope documented?	<i>What's in and what's out for v1? When do we stop adding stuff and start building?</i>
Design thinking stages captured?	<i>Where does this go — the main doc, a separate log, or notes all over the place?</i>
Step 5 — Apply Design Thinking Explicitly	
Empathise — user profiles documented?	<i>Do we have real research or are we guessing from the brief? Should we say that in the presentation?</i>
Define — challenge statement written?	<i>Can we agree on one clear problem statement, or will we have different ways of saying it?</i>
Ideate — ideas brainstormed?	<i>Brainstorm alone first or as a group? How do we avoid getting stuck on the first idea? Why did we pick this over other ideas? Do we actually know, or are we making up reasons afterwards?</i>
Ideate — rationale for chosen ideas documented?	
Prototype — decisions recorded?	<i>Which decisions do we need to write down why, and which are just “we went with it”?</i>
Test — improvements after feedback noted?	<i>Who tests, when, and how do we record feedback? Will we have time to fix things and try again?</i>
Present — evidence compiled?	<i>What can we show as proof — screenshots, quotes, journey maps, something else?</i>
Step 6 — Map User Journeys Before Screens	
Key journeys written out step-by-step?	

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Screens follow the journey, not the other way round?	
Step 7 — Design the Click-Through Prototype	
Problem context shown?	
Key features shown?	
At least one full journey works end-to-end?	
Accessibility thought about?	
Clearly helps the community?	
Step 8 — Structure the Presentation	
Slide outline created before building?	
The waste problem — covered?	
Why it matters — covered?	
Key UX features — covered?	
Detailed user journey — covered?	
How the design meets community needs — covered?	
Evidence of design thinking — covered?	
Step 9 — Establish Simple, Consistent Branding	
Logo defined?	
Colours defined?	
Typography (fonts) defined?	
Branding used across prototype, slides, and docs?	
Final Check	
Clear reasoning shown?	
Good UX thinking obvious?	
Clear that you followed the design process?	
Finished, working prototype or site delivered?	
