

## 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
<b>Step 1 — Clarify the Constraints</b>	
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.
<b>Step 2 — Lock the Core Idea</b>	
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.
<b>Step 3 — Anchor Everything to the Spec</b>	
Required deliverables listed?	<i>What do we have to do vs what would be cool? If we run out of time, what comes first?</i>
Explain the issue	<i>How do we tell the waste story so people get it? What way of explaining it will work best?</i>
Show UX features and user journeys	<i>Which journeys matter most to show? Just reporting? Challenges? Something else?</i>
Demonstrate how the design meets community needs	<i>What does “community needs” actually mean here — easy to use, works offline, council can see what’s happening, or something else?</i>
<b>Step 4 — Document Thinking Before Designing</b>	
Foundation document created?	<i>One shared doc or separate bits? Who’s responsible for keeping it up to date?</i>
Actors defined?	<i>Resident, crew, admin — is that everyone, or are we missing someone (e.g. ambassadors, carers, schools)?</i>
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>
<b>Step 5 — Apply Design Thinking Explicitly</b>	
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?</i>
Ideate — rationale for chosen ideas documented?	<i>Why did we pick this over other ideas? Do we actually know, or are we making up reasons afterwards?</i>
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>
<b>Step 6 — Map User Journeys Before Screens</b>	
Key journeys written out step-by-step?	

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Screens follow the journey, not the other way round?	
<b>Step 7 — Design the Click-Through Prototype</b>	
Problem context shown?	
Key features shown?	
At least one full journey works end-to-end?	
Accessibility thought about?	
Clearly helps the community?	
<b>Step 8 — Structure the Presentation</b>	
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?	
<b>Step 9 — Establish Simple, Consistent Branding</b>	
Logo defined?	
Colours defined?	
Typography (fonts) defined?	
Branding used across prototype, slides, and docs?	
<b>Final Check</b>	
Clear reasoning shown?	
Good UX thinking obvious?	
Clear that you followed the design process?	
Finished, working prototype or site delivered?	