

# Process & Decision Documentation

This document is used to make your design and development process visible. At this stage of your academic career, you are expected not only to produce finished work, but to articulate how decisions were made, how ideas changed, and how collaboration (for the assignments that include group work) unfolds.

In professional and co-op contexts, employers do not only evaluate your final projects in your portfolio. They often ask candidates to explain their process, justify trade-offs, reflect on iteration, and describe their roles within a team.

You will need to submit a modification of this document for every group assignment (A1 – A3) and a shorter version for your individual assignments (Side Quests and A4).

For A1 – A3, this is a group document submitted once per group. Each group member must clearly document their own role and responsibilities. Different roles will naturally produce different design processes.

## Side Quests and A4 (Individual Work)

Keep this section brief, typically 2 to 4 sentences.

Focus on: Set up GitHub and Visual Studio

- One significant decision or change you made
- Why you made it
- What effect it had on the work

Examples:

- Simplifying a mechanic so it functioned correctly
- Changing an approach after something failed
- Deciding not to pursue an idea due to time or technical limitations

You are not expected to document every alternative or iteration

## GenAI Documentation

Everyone must complete this section. If not GenAI was used, write, “No GenAI used for this task.” When GenAI is not used, process evidence should still demonstrate iteration, revision, or development over time.

Because GenAI can closely mimic human-created work, instructors or TAs may occasionally request additional process evidence to confirm non-use. This may include

original working files (e.g., an illustrator file), intermediate drafts, or a brief check-in with a TA to walk through your process.

These requests are not an assumption of misconduct. They are part of ensuring academic integrity in an environment where distinguishing between human-created and AI-generated work is increasingly difficult.

If GenAI was used (keep each response as brief as possible):

**Date Used:** Jan 8, 2025

**Tool Disclosure:** No GenAI was used

**Purpose of Use:** Why you used GenAI (e.g., brainstorming, debugging, summarization, wording support).

**Summary of Interaction:** Briefly describe what the tool contributed. Do not paste full transcript here, that will be included in the appendix of this document.

**Human Decision Point(s):** Describe where you overruled, modified, rejected, or redirected the GenAI output, and why.

**Integrity & Verification Note:** Explain how you checked GenAI output for accuracy, bias, appropriateness, or fit with course concepts.

**Scope of GenAI Use:** Clarify which parts of the work GenAI did not contribute to. GenAI cannot write the whole assignment without changes.

**Limitations or Misfires:** Note what the tool did poorly, misunderstood, or could not account for.

### *Summary of Process (Human + Tool)*

Describe what you did, focusing on process rather than outcome. This may include:

- Iteration between drafts or versions
- Discussion with teammates
- Testing and revision
- Moments of uncertainty, failure, or rework

### *Decision Points & Trade-offs*

Describe one or two key decisions you made:

- What options you considered
- What changed
- Why that choice was made

These decisions should align with decision points shown in your visualization (for A1 – A3).

### *Verification & Judgement*

Explain how you evaluated whether your decision or change was appropriate:

Examples:

- Playtesting
- Group discussion
- Peer or instructor feedback
- Comparison with course concepts
- Re-reading assignment criteria
- Ethical, representational, accessible, or global considerations

### *Limitations, Dead Ends, or Open Questions*

Note anything that:

- Did not work as expected
- Was left unresolved
- Required compromise or simplification

## Appendix

Please include a full transcript of your conversation with the GenAI. GenAI transcripts are used for transparency and verification only and are not assessed for writing quality or completeness.

**Note:** If GenAI is used in another language, you must include both the original language and a translated transcript in the appendix