

Student Name: \_\_\_\_\_

Year 9 Computing

## Design Checklist

C A B R A  
DOMINICAN COLLEGE



Project: \_\_\_\_\_

Plan		
<input type="checkbox"/>	<input type="checkbox"/>	Gather Resources
	<input type="checkbox"/>	Learn Tools/Programs
Due Date:		
Create		
<input type="checkbox"/>	<input type="checkbox"/>	Create Client Solution
	<input type="checkbox"/>	Progress Journal
Due Date:		
Evaluate		
<input type="checkbox"/>	<input type="checkbox"/>	Survey / Product Testing
	<input type="checkbox"/>	Evaluate Product and Process
Due Date:		

## Plan

The planning stage is all about using your time effectively. Now that you've refined your ideas and have a design in place, you are eager to create your product. However, if you have to stop what you're doing every time you realise you're missing a picture or need some more text, or realise you're not as expert at using a program as you thought, then the creation process will take much too long. Proper planning means gathering all the support, tools, and resources that you will need for a smooth creation stage.

### ✓ **Gather Resources**

Make a list of all the resources that you will require in order to complete the product, and then gather them. Be aware that some of the resources that you collect from your client may be sensitive, and should not be shared or misused. The resources that you will require will vary from project to project, but may include:

- Images and Logos
- Fonts
- Textual Information (personal details, copy)

### ✓ **Learn Tools/Programs**

Locate any resources that are available to help you learn the tool/program that you have decided to use. Examples of resources can include:

- A help file
- A website
- A tutorial video
- A book or manual

You must do this, even if you already know how to use the program. Be sure to include proper references to the resources you have found (if referencing a help file, you should include a screenshot).

Additionally, if you have not used the program before, you should spend some time learning to use it. If you determine that the program you have selected is unsuitable, go back and choose another.

## Create

The create stage is the point at which you actually make the product that you have researched and designed. If you've been thorough in your research, design, and planning, this is where it all pays off; having a good plan, and having all your resources in place, makes the creation stage much easier.

### ✓ **Create Client Solution**

Using the program you have chosen and the resources you have gathered, you must create a product according to the client solution that you have designed. Bear in mind that design is an iterative process; it's okay if you need to make adjustments to the design as you go.

### ✓ **Progress Journal**

You must keep a log documenting your progress as you create the client solution. The log is vital evidence for proving that you have been responsible for creating your product. You should include screenshots/photographs of your work in progress. In addition, the log should mention:

- Time spent on different parts of the creation process
- Challenges or difficulties that arose
- Changes you have made to the design

The journal should be detailed, but not too long. Dot points are acceptable.

## KEEP YOUR WORK SAFE!

**It is vitally important that you keep backups of your work. There is nothing worse than spending hours making something great, and then losing it due to bad luck and lazy file management. Here are some tips to protect your work:**

1. **Save early, and save often.** Don't rely on document auto-recovery to save your work for you. Every time you do something new, or change something old, save it.
2. **Save different versions.** Sometimes, you'll spend hours making changes, and then realise you liked the original better. Every time you save changes, save to a new file; that way you can always go back.
3. **Make filenames useful.** When you save your work, name the file something that will help you identify what version of the work it is. Include the date, and key words relevant to the changes. Write the filenames in your log.
4. **Keep backups.** Save your work to your network drive, and copy it to your USB when you take it home. If you work on your project at home, copy your work to your hard drive when you are done, in case something happens to your USB.

**Note:** Sometimes, due to unforeseeable circumstances or an unknowingly ambitious design, it may not be possible for students to complete the client solution within the limited timeframe provided. In such cases, a student is still able to achieve success in the project, providing adequate documentation of progress has been kept. The goal is to make a good product, but it's the goal that's important, not the product.

## Evaluate

Now that you have gone through the stages of researching, designing, planning, and finally creating a product, it's a good time to reflect on the process and evaluate the outcome. Chances are that not everything went perfectly, but that's all a part of the learning process. Being able to see where you went wrong and what you could have done differently shows that you have learned something.

- **Survey / Product Testing**

To ensure that the product you have created is suitable for its intended purpose, it is necessary to present your final product to at least 3 independent people for scrutiny. These can be classmates, or friends/family that are not related to the client. You should prepare a short survey for the product testers to respond to (this can be online or on paper). You must provide a copy of the survey responses, and write a paragraph summarising what (if any) conclusions can be made from the survey.

- **Evaluate Product and Process**

Write a few paragraphs evaluating the process you have been through, from first being introduced to the problem, right through to creating a final client solution. The evaluation should be an honest reflection, and should consider the following questions:

- What worked well, and what didn't?
- What was difficult and/or challenging for you? What was easy?
- What could you do differently or better next time? How would you go about improving things?
- How good a match is your product for the client's needs?
- What have you learned from this process?

Remember that the evaluation is not about bragging about what a great job you did; it should be an honest appraisal that looks at the bad as well as the good, and offers constructive criticism.