Team Elevate Contract - KITE

Members

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Weekly Meeting

- **Date:** Thursday 12:30 - 15:30 (3 hours)
- **Location:** Grand River Hall Library (GRH Basement)
- **Type:** In-person

The team will hold a meeting every Thursday from 12:30 - 15:30 in the GRH Library until the project's completion in April. All members are expected to attend each meeting with the necessary devices/materials and any promised deliverables. If a team member is unable to attend, that team member must notify the others in advance (if possible) and submit any work required for that meeting.

Communications

We will communicate with the client, professors, interview subjects, and stakeholders via email. Clara is our Communications Lead and Liana is the Communications Backup. (The "Lead" and "Backup" roles are defined in the Work Distribution section.)

To quickly contact team members and share updates (such as a change of meeting location), documents, images, and ideas, we have agreed to use a Discord server. We have ensured all members have joined the server and can communicate with each other. Should it be more appropriate to the situation (such as sending a large document), we will use the emails listed above to communicate.

We have chosen to use Google Docs to collaborate on project reports. All documents will be contained in a shared Google Drive that all members can access.

Work Distribution

Roles have been assigned for the purpose of organization. However, **ALL team members are expected to participate in the production of each assignment deliverable.**

Lead: A lead role has been assigned to each aspect of the project to help manage the tasks that will be required. The lead will provide help to the other members and ensure that the work being submitted is complete and up to the agreed-upon standards. Some aspects of the project will have co-leads.

Backup: A backup role has been assigned to assist the lead. The backup role also ensures that should the lead be rendered unavailable, someone else will be able to take on the role of the lead.

Roles & Responsibilities

Report Writing & Editing
Proofreading, editing, organizing information to ensure a logical flow, formatting
Lead: Liana
Backup: Farizah

Research
Selecting research methods and participants, conducting research, verifying information, data analysis
Co-Leads: Areeb, Clara

Designing & Prototyping
Deciding core features, leading ideation exercises, evaluating designs, digital/physical prototypes
Lead: Jayden
Backups: Areeb, Liana

Usability Testing
Creating usability tests, selecting participants, recording data, analyzing for issues and opportunities
Co-Leads: Isabel, Farizah

Presenters
Ensure presentation is complete and flows well, practising, presenting
Volunteers: Jayden, Clara, Areeb, Liana, Isabel

Client Details: KITE UHN

Contact information:

Anthony Palma
Director, Research Operations
anthony.palma@uhn.ca

Basic Information

KITE (Knowledge, Innovation, Talent, Everywhere) is a healthcare and rehabilitation research institute at the UHN (University Health Network), located in Toronto. KITE focuses on independent living, prevention, and restoration to improve the daily lives of those affected by aging, illness, and disability. In addition to conducting research, KITE partners with different communities to co-develop specialized healthcare solutions. KITE also has numerous labs that simulate different conditions, allowing them to put their designs to the test.

Goals & Current Situation

KITE has realized that the term "rehabilitation" has a negative connotation as people often associate it with substance abuse. They seek to inform both the public and other organizations about their goals and areas of focus. KITE wants to encourage people to care about their cause, attract funding, and create meaningful partnerships with those whose interests align with theirs. They also want organizations that provide products/services that seem unrelated to healthcare solutions to realize that there is a place for them in the world of healthcare. Overall, KITE wishes to work with the community to design innovative solutions to improve daily life.

Project Details

Currently, we believe that designing an interactive team experience (such as a workshop) may be an effective way to reach KITE's goals. The workshop would be designed to show the benefits of partnering with KITE to develop healthcare solutions. The potential partners would have the opportunity to participate in a brief co-design challenge using a sample of KITE's resources.

We would aim to create this workshop/kit in such a way that KITE can use it with potential partners from considerably different industries. We would also want to keep KITE's goals of promoting their institute and persuading potential partners to work with and/or support KITE financially in mind while designing this product. However, as the project has just begun, this idea is completely subject to change.

Activities Required

Empathize:
- Meetings with our client
- Tour at KITE
- Background Research on KITE
- Research on pre-existing solutions and comparing these solutions
- Interviews with professionals that give us insight to inform our design (Overlap Associates)

Define:
- How might we statement
- Interviews with professionals who have experience with pitching and creating business models
- Creation of Personas (Stakeholders, Community Partners)
- Journey Maps
- Affinity Diagramming
- Jobs to be done

Ideate:
- Figjam Brainstorming
- Crazy 8s activity

- Whiteboard Challenge
- Storyboarding
- Role-playing and Improv

Prototype:
- Wireframe/Sketching
- Low Fidelity Prototype
- Mid-Fidelity Prototype
- High Fidelity Prototype

Test:
- Discuss with our KITE representative in search of suitable participant(s) (potential partners KITE wants to partner with) for usability testing.
- Recruit participants to test our prototype using think-aloud-protocol
- Simulation/Roleplaying as a stakeholder using our prototype

Project Schedule

Date	To be completed
Jan 17- 23	Thurs, Jan 18: Team Contract Meeting and Completion Fri, Jan 19: Team Contract Due
Jan 24- 30	Tue, Jan 23: Project Brief Completion Thurs, Jan 25: Competitive Analysis and Work Plan Completion Fri, Jan 26 - Sun, Jan 28: Final Draft Mon, Jan 29: Presentation Review and Submission Validation

Jan 31 - Feb 6	Wed 31: D1 - Scope and Plan
	        Peer Evaluations @ 11:59
	
	Thu, Feb 1: Brainstorm Research Methods and Define Users
	        Ethics Certification Due - DO NOT FORGET

Feb 7 - 13	**RESEARCH WEEK - FINISH ALL INTERVIEWS**
Feb 14 - 20	Thurs, Feb 15: Ideation and Solution Brainstorm Fri, Feb 16 - Sun, Feb 18: Data analysis, Personas, Jobs to be done, Journey Maps, User Tasks Completion
Feb 21 - 27	Mon, Feb 19: Draft Review (Online Meeting)

	Thurs, Feb 22: Pain point, functional requirements, constraints Completion (Online Meeting) Fri, Feb 23: Final Draft Mon, Feb 26: Presentation Review and Submission Validation
Feb 28 - Mar 5	Wed, Feb 28: D2 - Generative User Research and Design Peer Evaluations Due @ 11:59 Thurs, Feb 29 - Sun, Mar 3: Lofi Prototype Completion and Find Participants Mon, Mar 4: Medium Fidelity
Mar 6 - 12	Wed, Mar 6: High Fidelity Thur, Mar 7- Fri, Mar 8: Usability Interactive Testing
Mar 13 - 19	Wed, Mar 13 - Fri, Mar 15: Test Results Completion Fri, Mar 15: Final Draft Mon, March 18- Presentation Review and Submission Validation
Mar 20 - 26	Wed, Mar 20: D3 - Prototyping, Iterative Testing and Revision Peer Evaluations Due @ 11:59 Thurs, Mar 21: Final Prototype Planning and Next Steps Fri, Mar 22: Introduction, Competitive Analysis, User Needs Analysis, and Design Goals Sections Completed Sat, Mar 23 - Sun, Mar 24: Final Prototype Completion Mon, Mar 25 - Tues, Mar 26: Final Usability Testing Completion
Mar 27 - April 2	Thurs, Mar 28: Final Draft Completed Sun, Mar 31: Presentation Completed Mon, Apr 1 - Tues, Apr 2: Final Pitch Rehearsal
April 3	Brief Meetup Before Final Presentation **Final Client Pitch** Peer Evaluations Due @ 11:59

Assessment Mechanism

The assessment mechanism template we will be using to complete our peer evaluations is shown below. This method was proven to be effective in previous assignments as it highlights important considerations for teamwork and provides ample space for feedback.

Peer Evaluation Form for Group Work

Your name _____

Write the name of each of your group members in a separate column. For each person, indicate the extent to which you agree with the statement on the left, using a scale of 1-4 (1=strongly disagree; 2=disagree; 3=agree; 4=strongly agree). Total the numbers in each column.

Evaluation Criteria	Group member:	Group member:	Group member:	Group member:
Attends group meetings regularly and arrives on time.				
Contributes meaningfully to group discussions.				
Completes group assignments on time.				
Prepares work in a quality manner.				
Demonstrates a cooperative and supportive attitude.				
Contributes significantly to the success of the project.				
TOTALS				

Feedback on team dynamics:

1. How effectively did your group work together?

2. Were the behaviors of any of your team members particularly valuable to the team? Explain.

3. Did the behaviors of any of your team members weaken the team? Explain.

4. What did you contribute to your group?