Project Part 0: Project Proposal

Due: Sept 26

Description

This assignment is intended to finalize project groups and ensure you have a project in which you have a high chance of success. The critical part of this assignment is to decide on a group of users you know you will be able to interview and observe working. It is crucial that you have access to these people throughout the term because you will repeatedly interact with them to understand how they work and how their workflow can be improved.

Make initial contact with your potential users to make sure you will be able to interview them, observe them as they work, and get their opinions on designs you create. You may want to show them the course's consent forms which contain more information about the project. They do not need to sign these at this time, but they will need to once you commit to studying them:

- Single user consent form (see the "Files" section of Canvas)
- Manager consent form (see the "Files" section of Canvas)

I suggest using the recruitment template when sending emails to potential clients (IRB Recruitment Manager.pdf *, IRB Recruitment Participant.pdf*
You will also fill out the student-as-pi form (student_as_pi.pdf*).

*These files can all be found on Canvas.

Deliverables

In your proposal, you must indicate whether you have made contact and whether there is a preliminary understanding that you will be able to interact with the users on several occasions over the term.

Your proposal must contain the following information:

- Project members
- A description of your potential users.
  - You must name specific people, not a class of people. For example, “We would like to study real estate agents at Terry Real Estate, where my uncle works”, not “real estate agents.” We want to make sure you will be able to work with these people.
- A description of the likely tasks you will study.
  - For example, “We will observe real estate agents as they work with the paperwork involved in the transfer of a property.”

- Whether you have made initial contact with the users you wish to study.

Project Guidelines

To reiterate the points made in the last assignment, you will be studying how people use technology to accomplish a specific task. Your proposal should not be technology-centric, since you are attempting to improve work, not an arbitrary piece of technology.

Remember, you cannot study people in so-called special populations. These include the following:

- Minors
- Medical patients
- Prisoners
- Those with mental disabilities or who otherwise cannot provide informed consent

If in doubt, contact the professor.

Formatting

- PDF
- Submissions will be deducted 0.5 points for each formatting violation

Grading

Criteria	Pts
Members *List of team members*	1
Description *Description of your potential users*	2
Tasks *A description of the likely tasks you will study*	2
Contact *Whether you have made initial contact with the users you wish to study*	1
Student as PI form *Forms for all students must be included to get full credit on this point*	4
TOTAL	**10 pts**

Submissions

Zip file: proposal.zip
File: Proposal.pdf
File: <name>-student-as-pi.pdf (for each member of the team)