

4

PROTOTYPE

Workshop Guide

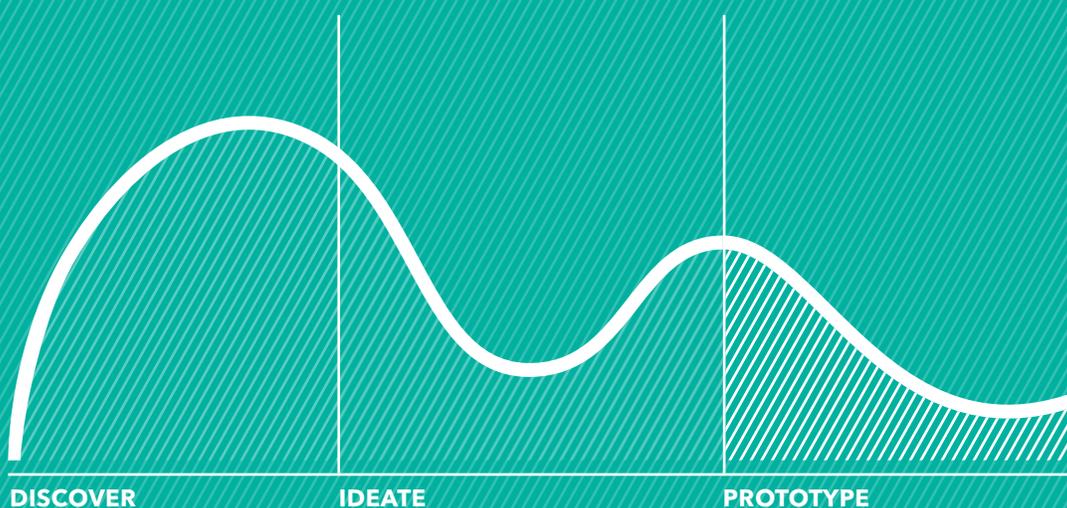


TABLE OF CONTENTS

AN IMPORTANT NOTE ABOUT TIME

At this point, your design team should have found a nice workshop rhythm. Have you been completing workshops faster than the estimated time? Slower? Perhaps your team completed some of the workshop activities over two weeks? Our estimate for Week 4 is that the activities included in these workshop materials will take about 2.5 hours, plus some additional time to test your prototypes in the community. However, we encourage your team to be flexible and move at the pace that is right for you.



WEEKLY LEADER'S GUIDE

Before the Workshop

Agenda & Materials



ACTIVITIES & DISCUSSIONS

01 Questions, Comments & Takeaways

02 Evaluate Your Best Ideas

03 Gut Check

04 Create an Experience Map

05 Determine What to Prototype

06 Start Prototyping

07 Test Your Prototype



HOMEWORK

08 Prepare for Week 5

WEEKLY LEADER'S GUIDE



Before the Week 4 Workshop

CONFIRM

that you have a meeting space for your design team with tables or floor space to work around and plenty of space.

CONSIDER

holding the workshop on a weekend and during the day. As part of Week 4 Prototype activities, your team will be testing your ideas with the community. As such, it may be easier to schedule a few hours of prototype testing after your workshop. Alternatively, it might make more sense for your team to test your prototypes throughout the week following the workshop.

PRINT

Week 4 Workshop Guide. To save paper, it is not required to print the Week 4 Readings. Check with your team members and encourage them to print the Week 4 Workshop Guide as well.

COORDINATE

with your team to bring supplies for the Week 4 workshop. This list is a starting point. If you don't have all of these supplies, be creative and bring to class whatever you think might work. Some examples could include:

- | | | |
|---------------------------|-----------------|-----------------|
| - paper (white + colored) | - X-acto knives | - Post-it Notes |
| - tape | - pipe cleaners | - markers |
| - scissors | - fabric | - stickers |
| - a stapler | - clay | |
| - Foam Core boards | - glue | |

LEAD

the workshop. This Guide will walk you through facilitating the activities, discussions and assignments for Week 4. You will also want to keep track of time so that your group makes it through the full workshop in approximately 2.5 hours. Make sure to read the Week 4 Readings thoroughly so that you can effectively lead your team this week.

WEEKLY LEADER'S GUIDE



Agenda

- 01 Questions, Comments & Takeaways** *10 minutes*
- 02 Evaluate Your Best Ideas** *10 minutes*
- 03 Gut Check** *20 minutes*
- 04 Create an Experience Map** *20 minutes*
- 05 Determine what to Prototype** *20 minutes*
- Break** *5 minutes*
- 06 Start Prototyping** *45 minutes*
- 07 Test your Prototype** *To be determined by your team*
- 08 Homework: Prepare for Week 5** *5 minutes*

Materials Needed

See the Weekly Leader's Guide on p. 3 for a list of potential prototyping supplies. Coordinate with your team to determine what you can collect as a team.

ACTIVITY

02

EVALUATE YOUR BEST IDEAS

10 minutes

Page 1 of 2

As part of the Week 3 Ideate workshop, your team generated many ideas during your brainstorm session and then selected a handful of the most promising ideas at the end of workshop. This activity will help your team evaluate those ideas and decide which ones to prototype this week.

How to evaluate your ideas

1

Hang your team's most promising ideas from last week on the wall or place them at the center of the table. Try to limit the total number to five or fewer. If you have more, are there places where you can combine similar ideas into a single concept?

2

As a group, consider the following questions about each idea:

- Instinctively, how excited is your design team about this idea?
- How innovative and different from what's out there does this idea feel?
- How practical do you think this idea is? Does implementing it seem realistic?

Has a clear consensus emerged about an idea that your team would like to prototype? If yes, great! Move on to Activity 3. If no, follow steps 3-5 located to your right.

3 (Optional steps)

Number or name each idea that you've hung on the wall so that you can easily track them on page 2 of this worksheet.

4

Working individually, rate each idea using the scoresheet located on the next page. Use a separate sheet of paper and create your own scoresheet following our example if you run out of space.

5

As a group, compare the scores that the members of your team have given to each idea. Which idea received the highest score? Where did you agree and where did you disagree? Is there clear consensus about which idea to prototype now that you've gone through this exercise?

A NOTE ABOUT GROUP SIZE

If your design team is two or three people, it's best to choose one idea to prototype. If your design team has four or more people, we suggest choosing two ideas to prototype.



ACTIVITY

02

EVALUATE YOUR BEST IDEAS

Page 2 of 2

| # _____ | Least | | | | Most |
|-------------------------------------------------------------------------------|-------|---|---|---|----------------------|
| Instinctively, how excited are you about this idea? | 1 | 2 | 3 | 4 | 5 |
| How innovative and different from what's out there does this idea feel? | 1 | 2 | 3 | 4 | 5 |
| How practical do you think this idea is? Does implementing it seem realistic? | 1 | 2 | 3 | 4 | 5 |
| Total = | | | | | <input type="text"/> |

| # _____ | Least | | | | Most |
|-------------------------------------------------------------------------------|-------|---|---|---|----------------------|
| Instinctively, how excited are you about this idea? | 1 | 2 | 3 | 4 | 5 |
| How innovative and different from what's out there does this idea feel? | 1 | 2 | 3 | 4 | 5 |
| How practical do you think this idea is? Does implementing it seem realistic? | 1 | 2 | 3 | 4 | 5 |
| Total = | | | | | <input type="text"/> |

| # _____ | Least | | | | Most |
|-------------------------------------------------------------------------------|-------|---|---|---|----------------------|
| Instinctively, how excited are you about this idea? | 1 | 2 | 3 | 4 | 5 |
| How innovative and different from what's out there does this idea feel? | 1 | 2 | 3 | 4 | 5 |
| How practical do you think this idea is? Does implementing it seem realistic? | 1 | 2 | 3 | 4 | 5 |
| Total = | | | | | <input type="text"/> |

ACTIVITY

03

GUT CHECK

20 minutes

Page 1 of 4

Before we dive into prototyping, it's important to make sure that the idea you are excited to go forward with relates back to the insights you identified in Week 3 and helps to solve your original design challenge. Review our example on page two, then use the worksheets provided to complete this activity as a team. If you are working in a larger group, you'll conduct this activity for the two ideas that your team selected as part of Activity 02.

Give your idea a gut check

1

As a group, review the format that we've used in our example on the following page.

2

Now, working individually, answer these same questions about your own idea on page three of this worksheet (use page four if you have a large team and are prototyping two ideas). Members of your team have potentially interpreted the idea you plan to prototype differently or imagined the idea's benefits in a variety of ways. Conversely, a team member might not believe in the benefits of this idea and has an opinion on why the idea should be modified or tweaked. This exercise should help your team align around what the idea is that you'll be prototyping, how it relates back to the design challenge your team is trying to solve, and what the potential benefits will be.

3

Come together as a group and discuss your answers. If a majority of your team believes that the idea doesn't help to solve the original design challenge, consider going back to Activity 02 and selecting an alternative idea to complete this exercise with until the team feels like you've arrived at something that has potential to help you resolve your design challenge.

A HELPFUL NOTE

Since you likely only have one Post-it Note with your selected idea for your full design team, consider redrawing the idea individually on your own Post-it Note and placing it in the place provided on the worksheet. You might also choose to place the Post-it Note with the selected idea in a central location where everyone can see it.



ACTIVITY

03

GUT CHECK

Page 2 of 4

EXAMPLE

Design challenge:

Increase demand for clean, low-cost toilets
in the community.

Selected idea:



How Might We question:

HMW create more flexible payment options for
clean toilet use?

Describe the idea:

Prepaid cards for use at clean, public toilets in the
community. These prepaid cards might be used in a
similar manner to a public transit pass or pre-paying
for mobile minutes on a mobile phone.

How will this idea help to solve your design challenge?

We learned that people were not using clean toilets as
regularly as they would like because they often don't
have money throughout the month. This idea allows
people to pay for toilet use in one lump sum after
they get paid and then budget use into their monthly
expenses. It also makes using a clean toilet easier for
children (who we learned were often unable to pay)
because parents can give them pre-paid toilet cards.

ACTIVITY

03 GUT CHECK

Page 3 of 4

Give your idea a gut check

Design challenge:

.....

.....

.....

How Might We question:

.....

.....

.....

Selected idea:

*place Post-it Note
here or redraw the
idea yourself*

Describe the idea:

.....

.....

.....

.....

.....

How will this idea help to solve your design challenge?

.....

.....

.....

.....

.....

.....

ACTIVITY

03

GUT CHECK

Page 4 of 4

Evaluate the ideas

Design challenge:

.....

.....

.....

How Might We question:

.....

.....

.....

Selected idea:

*place Post-it Note
here or redraw the
idea yourself*

Describe the idea:

.....

.....

.....

.....

.....

How will this idea help to solve your design challenge?

.....

.....

.....

.....

.....

.....

ACTIVITY

04

CREATE AN EXPERIENCE MAP

20 minutes

Page 1 of 7

Now that your design team has selected an idea to prototype, it's very important to break your concept into bite-sized pieces that can be easily made and tested. A great way to do this is by creating an experience map identifying the key moments over time when users will interact with your idea. We've outlined step-by-step instructions below and completed our own worksheet on the following pages. Review our examples, then use p. 5–7 of this worksheet to complete the activity as a team.

How to create an experience map

1

As a group, visualize the experience that a user might have with your idea over time. Any idea or service that you create will have a beginning, a middle, and an end for a user experiencing it. How will a user find out about your idea? What will their first experience with the product or service be like? How does the experience end?

2

Place Post-it Notes in each of the empty boxes in the space provided. Now draw the key moments that your team has just identified in the journey for a user experiencing your product or service. Rough sketches or cartoons are great. Stick figures are fine too—you don't need to be an artist. You should limit these key moments to six or less.

3

As a group, discuss the experience map you've just created. Do you need to rearrange the order of the Post-it Notes? Are there key steps in the user journey that you've missed? Add them now.

4

For each moment you've sketched, give that moment a title in the space above the Post-it and write a brief description of what's happening in the space provided below the Post-it.



A HELPFUL TIP

Try hanging your user journey up in a place where the entire team can see it. Quickly walk through the experience together.

ACTIVITY

04

CREATE AN EXPERIENCE MAP

Page 2 of 7

EXAMPLE

Title

AWARENESS



Concisely describe what is happening

The user hears about a new service on the radio called "Best Latrine". The service sounds unique because it allows cardholders to pay for visits to the toilet in advance.

Title

INITIAL PURCHASE



Concisely describe what is happening

The user notices that "Best Latrine" prepaid cards are being sold at a nearby kiosk in her neighborhood and buys one. There is enough value on the card to last her family for one month.

ACTIVITY

04

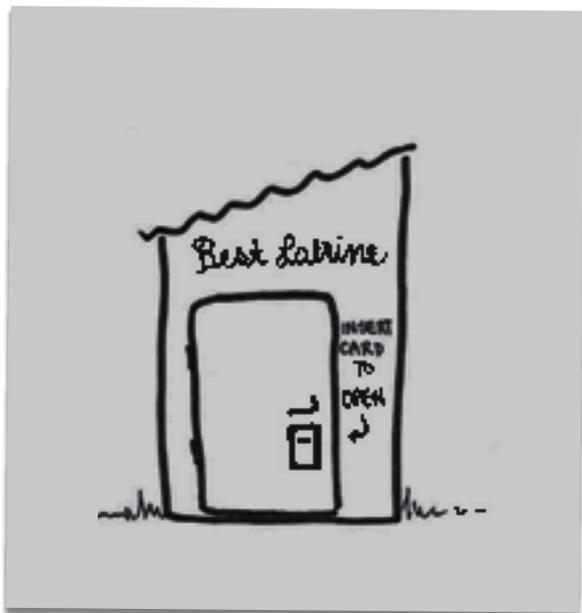
CREATE AN EXPERIENCE MAP

Page 3 of 7

EXAMPLE

Title

FIRST USE



Concisely describe what is happening

On her first visit to the latrine, the user inserts her "Best Latrine" card into the slot and the door unlocks. Inside, the toilet is clean and comfortable.

Title

THE WHOLE FAMILY USES THE SERVICE



Concisely describe what is happening

User gives both her children a pre-paid card so they can use the bathroom on their own when they need to.

ACTIVITY

04

CREATE AN EXPERIENCE MAP

Page 4 of 7

EXAMPLE

Title

REFILL



Concisely describe what is happening

Happy after a month, user signs up to transfer money via M-Pesa (a service that allows her to send money from her cellphone) to her Best Latrine account.

Title

LOYALTY



Concisely describe what is happening

Each time the user refers a neighbor to "Best Latrine", she is rewarded with an incentive of some sort.

ACTIVITY

04

CREATE AN EXPERIENCE MAP

Page 5 of 7

Create your own experience map

Title

place post-it drawing here

Concisely describe what is happening

.....

.....

.....

.....

.....

.....

.....

Title

place post-it drawing here

Concisely describe what is happening

.....

.....

.....

.....

.....

.....

ACTIVITY

04

CREATE AN EXPERIENCE MAP

Page 6 of 7

Create your own experience map

Title

place post-it drawing here

Concisely describe what is happening

.....

.....

.....

.....

.....

.....

.....

.....

Title

place post-it drawing here

Concisely describe what is happening

.....

.....

.....

.....

.....

.....

.....

.....

ACTIVITY

04

CREATE AN EXPERIENCE MAP

Page 7 of 7

Create your own experience map

Title

place post-it drawing here

Concisely describe what is happening

.....

.....

.....

.....

.....

.....

.....

.....

Title

place post-it drawing here

Concisely describe what is happening

.....

.....

.....

.....

.....

.....

.....

ACTIVITY

05

DETERMINE WHAT TO PROTOTYPE

20 minutes

Page 1 of 5

Now that you've created an experience map, it's time to identify and prioritize the questions that you'll need to answer with your prototype. Just like last exercise, we've outlined step-by-step instructions below and completed our own worksheet on the following page. Review our examples, then complete the activity yourself.

Asking the right questions to scope a great prototype

- 1**
Transfer the Post-It Notes on which you sketched your final experience map from Activity 04 to the blank spaces on this Activity 05 worksheet. Re-title the headlines for each key moment.
- 2**
For each moment in the user experience you've identified, there is at least one question that you'll need to answer in order to understand if your idea resonates with people. Write at least one question for each moment in the space provided.
- 3**
Now that you've identified questions you need to answer, work as a group to brainstorm different types of prototypes that will help get answers to each question. It will be helpful to review the various prototyping methods contained in Activity 06 (p.22) of this Workshop Guide. You can also refer back to your Week 4 Readings.
- 4**
As a group, decide which questions it makes sense to answer first. For example, you wouldn't worry about a smaller feature related to your idea or service, if you haven't yet tested if there is demand for your idea in the community. Prioritize your prototypes by numbering them from 1–X in the space provided on the worksheet, with "1" being the most important to prototype first.
- 5**
Be sure to review our examples on the next page. We did not show you all of the moments in our user experience. Instead, we chose an example we thought was best to test first, and a moment we felt made sense to test much later on.

ACTIVITY

05

DETERMINE WHAT TO PROTOTYPE

Page 2 of 5

EXAMPLE

Title INITIAL PURCHASE



What is the most important question to answer?

Will people be willing and able to make up front payments for this toilet service?

How might we test it?

Create a mock-up Best Latrine card to help people understand the look and feel of our idea. Set up a table and make some posters advertising the Best Latrine service. When people stop by, explain the service and learn if they might be willing to sign up for the card and how much money they would be willing to put on the card.

Priority ranking # 1

Title REFILL



What is the most important question to answer?

Is transferring money to a pre-paid account via mobile phone a feature consumers want or need?

How might we test it?

Create mock-ups of how a user might use their phone to recharge their Best Latrine card by making simple drawings of a proposed user interface on Post-it Notes and sticking them over the screen of a mobile phone. Learn from users how much time this might save them, any concerns they might have about using this feature (such as cost), and ask for suggestions for features not included in the prototype.

Priority ranking # 6

ACTIVITY

05

DETERMINE WHAT TO PROTOTYPE

Page 3 of 5

Transfer you Post-its and answer the questions below

Title _____

place post-it drawing here

What is the most important question to answer?

How might we test it?

Priority ranking # _____

Title _____

place post-it drawing here

What is the most important question to answer?

How might we test it?

Priority ranking # _____

ACTIVITY

05

DETERMINE WHAT TO PROTOTYPE

Page 4 of 5

Transfer you Post-its and answer the questions below

Title _____

place post-it drawing here

What is the most important question to answer?

How might we test it?

Priority ranking # _____

Title _____

place post-it drawing here

What is the most important question to answer?

How might we test it?

Priority ranking # _____

ACTIVITY

05

DETERMINE WHAT TO PROTOTYPE

Page 5 of 5

Transfer you Post-its and answer the questions below

Title _____

place post-it drawing here

What is the most important question to answer?

How might we test it?

Priority ranking # _____

Title _____

place post-it drawing here

What is the most important question to answer?

How might we test it?

Priority ranking # _____

ACTIVITY

06

START PROTOTYPING

45 minutes

Page 1 of 2

It's time to start making! You've selected an idea to prototype and identified the most important elements to test first. Fingers crossed, your team also has a good sense of how to go about building your first prototype. Just in case, we've listed some of our favorite prototyping methods below.

Some prototyping methods

Create a model

Put together simple three-dimensional representations of your idea. Use paper, cardboard, pipe cleaners, fabric and whatever else you can find. Keep it rough and at a low fidelity to start, and then evolve the resolution over time.

Create a mock-up

Build mock-ups of digital tools or websites with simple sketches of screens on paper. Paste the paper mock-up on an actual computer screen or mobile phone when demonstrating it.

Create a role play

Act out the experience of your idea. Try on the roles of the people that are part of the situation and uncover questions they might ask. Consider making simple uniforms and assembling simple props to help users experience your product or service as real.

Create a diagram

Imagine you are going door-to-door and showing potential customers what your idea or potential service is. Map out the structure, journey or process of your idea in a way that will be easy for a potential customer to understand. This prototyping method will have a lot in common with the experience map you already created during this Week 4 workshop.

Create a story

Tell the story of your idea from the future. Describe what the experience would be like. Write a newspaper article reporting about your idea. Write a job description. The purpose is to have people experience your idea as if it were real and then respond to it.

Create an advertisement

Create a fake advertisement that promotes the best parts of your idea. Have fun with it, and feel free to exaggerate shamelessly. Now change the tone of the advertisement to appeal to different types of users.



ACTIVITY

06

START PROTOTYPING

45 minutes

Page 2 of 2

As your team is creating, keep in mind:

- **Be creative**
- **Have fun**
- **Design to get answers**

This part of the workshop is up to you. Remember, the goal of prototyping is to be as creative as possible. Don't feel restricted by the methods listed on the previous page, but do construct prototypes that will help you get real feedback from the community and help your team answer the most important questions that you identified as part of Activity 05.

Now get started!

ACTIVITY

07

TEST YOUR PROTOTYPE

There is no set time for this activity.

Page 1 of 2

It's time to test the prototype or prototypes that you've created. We've captured a few guidelines below for getting the most out of this activity, and then provided you with a format for capturing feedback on p. 2 of this worksheet.

Getting the Most Out of Your Prototype

Select locations to test your prototype

Decide what context you want to test your prototype in. Will it be most helpful to first show a rough idea in an informal setting such as your workshop space? Or will you learn the most from testing your prototype in the community where it will be used?

Define feedback activities

Based on what you are trying to learn, carefully plan your prototype feedback activities. Arrange for a conversation if you are interested in a first impression. Set up an activity or service as if they are real if you want to observe peoples' actual behaviors. Consider letting people use your prototype over a couple of days over the coming week if you are interested in its longer-term impact.

Invite honesty and stay neutral

Introduce your prototype as a work in progress and make sure to present it in a neutral tone. Don't be defensive—listen to all feedback.

Capture feedback learnings

Take notes of both the positive and negative comments from users testing your prototype. The subtle impressions of a participant's reactions are often most important to remember. Use the prompts that we've provided for you on p.2 of this worksheet to assist in capturing feedback.

Do quick debriefs with your team

Plan for some extra time after a prototype feedback session to share impressions with your team while they are still fresh in your mind. Discuss how to improve your prototype and capture ideas for a next iteration immediately. You can do this debrief virtually anywhere (on the sidewalk, in a car, or while riding on the bus).

Iterate your prototype (if there is time)

Based upon feedback you receive, incorporate valuable feedback into your concept. Make changes where people see barriers. Emphasize what was well received. Go through feedback cycles repeatedly and continue to improve your concept. You'll learn more about this process in Week 5.

PLAN YOUR WEEK

Be sure to come to a consensus with your design team about the best way to test your prototypes. If you're holding this workshop over the weekend, consider scheduling a few hours of prototype testing after this workshop. Alternatively, it might make more sense for your team to test your prototypes throughout the week.

If your design team doesn't plan to return to the workshop venue after you've completed today's prototype testing activities, take a few minutes to review the Activity 08 "Prepare for Week 5" homework materials on p.28 as a group.

ACTIVITY

07

TEST YOUR PROTOTYPE

Page 2 of 2

Capture feedback learnings from your prototype

The questions below have been categorized to help you organize your feedback. If you need more room please feel free to answer these questions in your own notebook. Be sure to debrief with your teammates after each prototype testing session.

Who, what, where?

- Where did you go?
- Who did you test your idea with?
- What were you testing for?

The good?

- What did people value the most?
- What got them excited?
- What convinced them about the idea?

The bad?

- What failed?
- Were there suggestions for improvement?
- What needs further investigation?

The unexpected?

- Did anything happen that you didn't expect?

HOMEWORK

08

PREPARE FOR WEEK 5

5 minutes

CHOOSE

the Weekly Leader for next week.

COORDINATE

with your team to bring supplies for the Week 5 workshop. Post-it Notes, felt pens or Sharpies, and blank sheets of paper (notebook size or larger) should be sufficient. Don't forget to bring your Week 4 prototypes and your field notes from your prototype testing.

FINISH

conducting your Week 4 prototype testing. Make sure your team has established a plan for testing your prototype(s) adequately before moving on to Week 5. If necessary, consider taking an extra week to complete your prototype testing.

SHARE

your prototypes, pictures, "ahas" and questions on the [Google+ Community](#) under your respective Design Challenge discussion categories. By sharing your learnings and insights on this platform, people all over the world can better understand how each design challenge varies depending on context. You can also get inspiration from each other's projects.

READ

Week 5 Readings in advance of the Week 5 workshop.