



THE GLOBAL STUDIO GUIDE - PART I

Posting Content

- Consider your role before posting:
 - **As the Client:** Post on ***your paired team's blog*** for everything related to the brief, including feedback on their design solutions and any general updates.
 - **As the Designer:** Post on ***your own blog***, sharing your individual bio, responding to the brief, documenting interim communications, sharing generated design solutions, and updating on requested deliverables.
 - **As a Commentator:** Apart from your own and your paired team's blogs, feel free to comment on other teams' blogs to engage with their progress and provide insights.
- Make sure that you are posting on the right blog!
- Provide an explanatory title for your post.
- Select the relevant category for your post (for example, your bio should be under *Designer Individual Profile*, not *Task Instructions*).
- Connect with your paired team and document interactions and communications with your paired team on the relevant blog.
- Regularly check how your posts appear on the blog. It's usually better for posts to show a good portion of content and images within the post itself, rather than just a brief introduction requiring extra clicks to view the entire entry.
- Check how and for what purposes other teams use their designer blogs. This practice can provide insights into effective ways to use the blog for engagement and visibility.

Commentator Checklist

Engage with Other Teams' Blogs

- ☐ Review at least **five** blogs from teams other than your paired teams.
- ☐ Reflect on their ideas/individual profiles through comments that can support or challenge their approach (minimum **three** comments)
- ☐ Share a minimum of **one** relevant information or resource as a post that might be helpful for their projects.

Client Team Checklist

Develop the Initial Client Brief

- ☒ ~~Outline the project theme: "Celebrating the Daily Joys of Life."~~
- ☒ ~~Conduct research on the theme and select intended users (e.g., specific family members, mostly grandparents).~~
- ☒ ~~Collect cultural practices, objects, and observations relevant to user needs.~~
- ☒ ~~Prepare visually rich materials (e.g., storyboards, videos) for Designer Team reference.~~
- ☒ ~~Identify design requirements based on your client profile~~
- ☒ ~~Post the initial design brief on your Designer Team Blog.~~

Communicate over the Initial Client Brief

- ☐ Regularly access the Designer Team's blog and respond to questions from your Designer Team
- ☐ Provide constructive feedback based and offer insights and cultural context to assist in the design process.
- ☐ Document any new evaluation criteria in a client brief change document.

Develop the Finalized Client Brief

- ☐ Upload the revised agreed design brief including deliverables on project site
- ☐ Provide feedback to collaborators when necessary
- ☐ Post the finalized Client Brief

Feedback on Design Team's Concepts

- ☐ Provide feedback to collaborators on their initial individual design concepts.
- ☐ Provide feedback to collaborators on their refined two concepts.
- ☐ Provide feedback to designers on their final concept
- ☐ 'Take possession' of the design documentation and relevant files.

Your Individual Comments:

Designer Team Checklist

Initial Setup

- ☒ ~~Create a Design Team Banner (logo, team name, member photos).~~
- ☒ ~~Set up a Gravatar account for your profile photo to be shown on the blog.~~
- ☒ ~~Upload personal bios with photos and contact details to the Design Team blog.~~

Respond to Client Brief

- ☐ Review and clarify aspects, tasks in the *initial client brief*.
- ☐ Ask for additional information and sources where necessary.
- ☐ Review the *finalized client brief* to proceed with your designer work.

Generate Initial Design Concepts

- ☐ Each team member creates at least 3 initial design concepts (9 or 12 in total).
- ☐ Post all initial concepts on the blog for Client Team feedback.
- ☐ Ask for feedback and future directions on the provided concepts.

Refine Design Concepts

- ☐ Review Client Team feedback on initial design concepts
- ☐ Collaboratively narrow down to 2 refined design solutions.
- ☐ Document changes and rationale on the blog.
- ☐ Ask for feedback and future directions on the provided concepts.

Finalize Design Solution

- ☐ Address final Client Team feedback.
- ☐ Submit a single, finalized design solution to the Client Team which includes: technical drawings, 'Ikea-style' instruction on how to assemble the model , description of how the design is promoted, distributed, used and disposed or re-appropriated
- ☐ Supply your clients with agreed deliverables

Your Individual Comments: