PROWASH HCD Workshop Tools

Summer 2019
These tools were made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of the PRO-WASH Award and do not necessarily reflect the views of USAID or the United States Government.
OBJECTIVE
To identify your assumptions and translate them into a set of testable hypotheses.

PURPOSE
The problem statement of your project plan invariably includes assumptions of which you may or may not be aware. Before furthering your plan, and allocating vast amounts of resources to it, it is important to identify and plan for these assumptions.

PARTICIPANTS
Project team

OUTPUT
Completed Assumptions Tester template

DIRECTIONS

1. Define the problem: Write down your problem statement. For example, “How might we present data in such a way that policymakers take action?” or “How do we market toilet pans to rural communities?”

2. Identifying assumptions: Review your problem statement and identify facts related assumptions. If we take the first problem statement from step 1, then the main assumption is that “Policymakers will act when they have sufficient, compelling data”, but also that “Qualitative (e.g. stories) is not good enough for policymakers.”

3. Formulate your hypothesis: For each assumption, develop a testable hypothesis. This hypothesis is formulated as a conditional if/then statement. Ask yourself the following question, “If this condition is true, then what is the observable outcome?” Record the condition in the “If” field and observable outcome in the “Then” field. For example: “If policy-makers have data” (condition), then “They will act” (observable outcome).

4. Plan a test: For each if/then statement, devise a test that helps you evaluate your hypothesis. Plan initially for simple tests that don't require a lot of resources, time, or money, and which you can start doing tomorrow. For example, to evaluate the hypothesis in step 3, the test could be as follows: “Present an infographic with loads of data and see if they take action.”
Activity: Assumptions Tester

Problem Statement
What is your problem?

Assumptions
Why is this?

Hypothesis
If your assumption is true... then (desired solution)?

if...
then...

if...
then...

if...
then...

Validated
Insight Validated?
An Analyzing Insights (45 Mins)

**OBJECTIVE**
To understand the VOC (voice of customer)

**PURPOSE**
Teach people how to analyze user information and User Insights.

**PARTICIPANTS**
Project team members.

**OUTPUT**
An optimized final design.

**DIRECTIONS**
1. Start at the beginning of the insight boards
2. Read through the Insights aloud.
3. Encourage participants to take notes on post-its during the report out.
4. After reading the insights ask the participants,
   a. “What surprised you?” Write these down on post-its, one per note.
   b. “What are some themes?”
   c. What/where are the opportunities?
5. Return back to Assumptions Tracker and complete VALIDATE/INVALIDATED box.

**NOTE**
There is no template for this tool. Each designer should use whatever is best for them.

**MATERIALS**
- PAPER OR NOTEBOOK
- PENS OR PENCILS
Objective
To better understand their feelings and experiences of your ideal customer in relation to your product or service.

Purpose
By making a visual representation of the relationship between your ideal customer and your product, your team will be able to enhance your product or service to better align with your ideal customer.

Participants
Project team and customer/user (if available, if not you can use in-field notes and insights about customer/user).

Output
Completed Empathy Map template

Materials

Pens or Pencils

More Resources

https://www.youtube.com/watch?v=QHFzlG99jvw
Activity: Empathy Map

What does he THINK and FEEL?
- what really counts
- major preoccupations
- worries & aspirations

What does he HEAR?
- what friends/neighbors/family say
- influencers say

What does he SEE?
- environment
- friends/neighbors/family
- what the market offers

PAIN
- fears
- frustrations
- obstacles

GAIN
- "wants"/needs
- measures of success
- happiness
**STAKEHOLDER MAP (30 MINS)**

**DIRECTIONS**

1. Look at your scope/brief:
   - Is it clear who your primary beneficiary/end-user is?
   - For whom is the product/service being designed? This may or may not be clear, depending on the mandate the team has received.
2. Review the examples on the following pages of this document.
3. On Post-It Notes, start writing all of the people, groups, and organizations/companies involved in this challenge. Use the following questions to create a comprehensive list of stakeholders:
   - Who commissioned the project?
   - Who will implement it?
   - Who provides the surrounding infrastructure?
   - Who has already proposed solutions?
   - What role does government play?
   - Who will make money?
4. Record the answers to the following questions in your notes:
   - Where do stakeholders’ goals coincide? Where do they differ?
   - How will these relationships impact your product or service?

**OBJECTIVE**
This tool is a way to visualise exactly who you are designing for and how. It allows you to develop a clearer picture of how all the different actors relate both to your work and each other. Remember, at iDE we are not just designing for the “end-user” but for the entire market system as it relates to the product or service.

**PURPOSE**
A problem is influenced by many players. It becomes increasingly complex to understand as the number of stakeholders increases. The solution (product or service) MUST include all parties.

**PARTICIPANTS**
Project team and other actors (field staff, donors)

**OUTPUT**
Notes and a completed map

**MATERIALS**

- Template on next page
- Post-It Notes
- Paper or notebook
- Pens or pencils
Activity: Stakeholder Map
CREATE
User/Actor Personas (20 mins)

DIRECTIONS

1. Review your in-field notes and user/actor insights, looking for similarities and differences.

2. As a team, discuss some options for how to group your user/actor information. These categories may evolve as you go and that is ok. Review example the following pages to get some ideas.

3. Next, decide on a way of naming each group. The whole team should be satisfied with the names you end up with because it’s these groups on which you will base the personas. Once you have your groups, break into pairs to complete the UP template.

4. For each individual or group, describe a fictional archetypal character, based on the aggregated information from the profiles in each group. Use one Personas’ Template (p. 3) to describe each unique group. Talk about the person in the 1st person, “I am/I like/I prefer/I enjoy.”
   a. All UPs should include:
      i. Demographics such as: age range, gender, religion, average income, marital status, education level, etc.
      ii. Resources
      iii. Motivations/goals
      iv. Challenges/obstacles
      v. Frustrations
      vi. Experience
      vii. Have they used a similar system/product/service before?
      viii. A quote that encompasses describes this fictional archetype
   b. For our purposes at iDE, there is often specific information we want to include. For example, if you are creating a UP within the framework of agriculture work, the UP should include:
      i. Average number of children
      ii. Geography
      iii. Land size (does the farmer own/rent?)
      iv. Number and type of animals
      v. Type and regularity of water access
      vi. Distance to the nearest town
   c. Lastly, give each persona a fictional name and sketch a picture. Graphics are useful additions to UPs. Instead of referring to ‘User Segment B’ you can refer to ‘Muhammad Diallo’ or ‘Maria Escalante’.
   
5. In a group, decide which groups or UPs you will be designing a solution for. Begin this process by creating needs statements. Write key needs or issues from the point of view of the user, in the 1st person “I need…” Write many needs for each persona, and then, as a group select 3 for each profile. Now that you know who you are designing for and which needs to you want to fill, you are ready to start designing!

OBJECTIVE

To use your in-field research and user/actor insight to create fictional characters, called User/Actor Personas (UP), that represent segments of your target audience. Each persona represents a segment of users that share similar personal characteristics, motivations, and backgrounds.

PURPOSE

When designing a new tool, service, or model it is important to take into account the types of mainstream actors/users as well as the outliers that will encounter your design. A research-based, well developed UP is a resource that can be referred to throughout the design process to keep the end-user at the center of the design.

PARTICIPANTS

Project team and other actors (client, donors)

OUTPUT

User personas and customer segments

MATERIALS

- TEMPLATE ON NEXT PAGE
- PAPER OR NOTEBOOK
- PENS OR PENCILS
Activity: Persona Creator

Name
Portrait
Quote
Motivations
What drives this persona?
Goals
What are the goals that this persona tries to achieve?
Frustrations
What frustrates this persona?

Enablers
What enables this persona to achieve his/her goals?

Barriers
What obstructs this persona from achieving his/her objectives?
Rapid Problem Ing (15 mins)

DIRECTIONS

1. Working individually each group member will write down problems that their persona has. (3 mins)
2. Share out with group.
3. Put post its in the middle of the table and have the team organize them in terms of importance: low, medium, high.
4. Pull out the HIGH Importance Post-Its and place on Flip Chart

NOTE There is no template for this tool. Each designer should use whatever is best for them.

OBJECTIVE
To understand where people's opinions of where the most necessary aspects lie.

PURPOSE
To start thinking through problems and narrowing down what is more to least important in order to start coming towards solutioning.

PARTICIPANTS
Project team members.

OUTPUT
An optimized final design.

MATERIALS

PAPER OR NOTEBOOK
PENS OR PENCILS
OBJECTIVE
To create several initial designs from the same set of requirements, which leads to an
optimized final design.

PURPOSE
Parallel design allows for a range of ideas to be generated quickly and cost effectively,
several approaches to be explored at the same time, thus compressing the concept
development schedule, and concepts generated to be combined so that the final
solution benefits from all ideas proposed.

PARTICIPANTS
Project team members.

OUTPUT
An optimized final design.

DIRECTIONS
1. Using the HIGH important problems...
2. Each team member/designer independently creates their design based
   on the same instructions and parameters on a piece of paper. Visuals
   highly encouraged.
3. Going around the group, each designer describes their design
4. After each design has presented their design, the team works together to
   create an optimal design based on similarities, taking the best ideas
   from each design using the canvas.

MATERIALS
- PAPER OR NOTEBOOK
- PENS OR PENCLS
## Activity: Parallel Design

<table>
<thead>
<tr>
<th>Problem Statement</th>
<th>All Ideas</th>
<th>Common Ideas</th>
</tr>
</thead>
</table>

**Solution Pathway**
OBJECTIVE
To identify areas of strength or weakness that could contribute or deter from the success of your project.

PURPOSE
To establish which factors might inhabit the project’s progress or viability in order to plan around those factors upfront and allow for the greatest likelihood of success.

PARTICIPANTS
Project team and other actors (end-users, clients, etc.)

OUTPUT
Completed Analysis Venn Diagram template

MATERIALS

<table>
<thead>
<tr>
<th>Template on Next Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Field Notes Related to Project</td>
</tr>
<tr>
<td>Red, Yellow &amp; Green Markers/ Colored Pencils</td>
</tr>
</tbody>
</table>

DIRECTIONS

1. Begin by writing what you want to analyze in the center of the diagram.
2. Identifying three factors per category (desirability, viability, feasibility) that are pivotal to the success of your project and write them onto your template.
   - Viability (or Opportunity) factors reflect the current situation of the affiliated market systems infrastructure, enabling environment, and external processes. Some example factors include: market demand, profitability, and risk.
   - Desirability (or Will) factors measure the participants and/or communities’ desire to engage in this project. Some example factors include: women's empowerment (if project is primarily with women), resource availability, service availability, cultural fit/appropriateness, and past experiences.
   - Feasibility (or Skill) factors look at your product or service from a more technical lens. Some example factors include: geography, seasonality and infrastructure.
3. Once you have selected your 9 factors, give them each a score. Utilize evidence from in-field observation and research to how you code each factor. Use the coding technique Traffic Light Analysis to color in each factor with the selected color.
**OBJECTIVE**
To create the story behind your solution.

**PURPOSE**
Storyboarding allows participants to creatively think through how their final solution/solutions functions between actors and service.

**PARTICIPANTS**
Project team members.

**OUTPUT**
An optimized final design.

**DIRECTIONS**

1. Write the storyline, before drawing the scene. Imagine details in each scene. Who is going where? How? What's the purpose of each actor in each scene? Do they use something physical to interact?

2. Draw the scene. Visualize it. Imagine the specific dialogues based on the storyline.

Questions to prompt storyboarding:

Before: • How do you expect people to discover the product? Where? Who? How? What is going to be the “teaser” that makes people make the final decision?

During: • How / who do you expect it to be delivered? How are you going to upload it? And transport it? And download it?

After: • Who is going to install it? How? How do you think they will know how to install it? Use: • Is there anything different in the usage? From what villagers are used to? • How do you expect the “word of mouth” to be generated?

Who/what do users see/hear/touch/understand?

**MATERIALS**
- PAPER OR NOTEBOOK
- PENS OR PENCILS
Storyboarding - 20 Mins