

Levels of user participation

This document is defined to be the appendix II of the agreement forms.

Levels of participation

This appendix contains possible tasks for users in projects. It should help the project contacts and the umbrellas of user organisations to identify the correct contact for each placement. The items will be included in the agreement with projects and with the users.

When putting together the items for the respective placement, It should be made clear how much effort in person-days and other expenses is connected. It is important to realise that travel time is also an effort.

PROJECT SCAN

Scan through the project by documentation, or direct contact with project members.

Identify, how the project dealt or plans to deal with user involvement:

- General strategy
- Organisational structure
- Approach
- Methods used
- Involvement in different phases of the lifecycle of the project
- Impact of user involvement on project development
- Decision making process

The project will receive feedback of the scan.

DELIVERABLES (TO PROJECT):

- Report based on a questionnaire. 1-2 pages.
- Final discussion with project representative

SHORT TERM CONSULTANCE

Phase 1: Analysis of user requirements

User analysis

- Contribute to the identification of the proper end users
- Definition of user characteristics and attributes
- Specification of the user needs, their derivation and the issues involved (number of users involved, level of R&D knowledge, etc.)

DELIVERABLES (TO PROJECT):

- Report based on the own experience of the user. 2 pages.
- Final discussion with project representative

Phase 2: Definition of functional specifications

Product analysis

- Analysis of the activities and social environment within which the product / system will be used
- Contribution to the identification of requirements and product characteristics
- Ideas and concepts for the product design attributes

DELIVERABLES:

- Report based on the assessment of similar products and on an interview held with end users. 2-3 pages.
- final discussion with project representative

Phase 4: Validation of the demonstrator, covering: verification and demonstration

- Evaluation of the user requirements of the prototype
- Evaluation of the product usability
- Contribution to the identification of problems in the product usability and functionality

DELIVERABLES:

- Report based on the user experience and on the analysis carried out in previous phases (2 pages)
- final discussion with project representative

PROJECT PEER REVIEW

Phase 1: Analysis of user requirements

User analysis

- Use of techniques and methods (questionnaires, interviews, etc.) to get information from a larger group of users
- Description of the social and environmental context (physical, cultural, etc.) Identifying user requirements for the product

DELIVERABLES:

- report based on questionnaires and interviews to user organisations. 2-3 pages.
- final discussion with project representative

Phase 2: Definition of functional specifications

Product analysis

- Ideas for the prioritisation on functional requirement of the product, taking into account prior user needs

DELIVERABLES:

- report based on previous documents and analysis. 2 pages.
- final discussion with project representative

Phase 3: Building of a demonstrator

- Participation in the definition of the final design of the product

DELIVERABLES:

- Report based on previous documents and analysis. 2 pages
- Final discussion with project representative

Phase 4: Validation of the demonstrator, covering: verification and demonstration

- Contribution to the elaboration of the validation plan
- Contacts with other organisations of people with disabilities. Elaboration of questionnaires to send to other relevant end users in order to clarify problem solving
- Proposals for the refinement of the product functionality and design

DELIVERABLES:

- Questionnaires and report based on previous analysis.
- Final discussion with project representative

Phase 5: Exploitation plan

- Definition of the contribution of the product/service to the objectives of the assistive technology R&D sector
- Description of the impact of the product for the people with disabilities (particularly for the end user defined for the project)

DELIVERABLES:

- Report. 2 pages.
- Final discussion with project representative

PROJECT IN-DEPTH CONSULTANCE

Phase 1: Analysis of user requirements

- User analysis: Elaboration of a user needs catalogue
- Description of the expected impact of the product/application for the user community

DELIVERABLES:

- Report based on the user self experience and on interviews to user organisations. 2 pages.
- Final discussion with project representative

Phase 2: Definition of functional specifications

Product analysis

- Review of similar systems and products from the point of view of usability

DELIVERABLES:

- report based on documentary study. 2 pages.
- final discussion with project representative

Phase 4: Validation of the demonstrator, covering: verification and demonstration

- Elaboration of documentation on prototype evaluation
- Participation in the final design
- Participation in the final evaluation

DELIVERABLES:

- Report. 2 pages.
- Final discussion with project representative

Phase 5: Exploitation plan

- Contribution to the elaboration of the guidelines for the use of the assistive technology product developed in the project
- Ideas for the definition of necessary support functions regarding the social and environmental context. Contact with other FORTUNE trainees in different countries
- Contribution to the identification of training and motivation strategies for the end user

DELIVERABLES:

- Report based on previous analysis and on the user self experience.
- Final discussion with project representative

Tasks to be performed by users in the different phases of the project

PROJECT SCAN (ALL PHASES)

Scan through the project by documentation, or direct contact with project members. Identify, how the project dealt or plan to deal with user involvement:

- General strategy,
- organisational structure,
- approach,
- methods used,
- involvement in different phases of the lifecycle of the project,
- impact of user involvement on project development,
- decision making process.

Produce a report for the other candidates not disclosing name and content of the project. The project will receive feedback of the scan.

Phase 1: Analysis of user requirements

User analysis

- Contribution to the identification of the proper end users
- Definition of user characteristics and attributes
- Use of techniques and methods (questionnaires, interviews, etc.) to get information from a larger group of users
- Specification of the user needs, their derivation and the issues involved (number of users involved, discipline, level of IT knowledge, etc.)
- Description of the social and environmental context (physical, cultural, etc.) Identifying user requirements for a product
- Elaboration of a user needs catalogue
- Description of the expected impact of the product/application for the user community

Phase 2: Definition of functional specifications

Product analysis

- Analysis of the activities and social environment within which the product / system will be used
- Contribution to the identification of requirements and product characteristics
- Ideas and concepts for the product design attributes

- Review of similar systems and products from the point of view of usability
- Ideas for the priorities on functional requirement of the product taking into account prior user needs

Phase 3: Building of a demonstrator

Participation in the definition of the final design of the product

Phase 4: Validation of the demonstrator, covering: verification and demonstration

- Contribution to the elaboration of the validation plan
- Evaluation of the user requirements of the prototype
- Evaluation of the product usability
- Contribution to the identification of problems in the product usability and functionality
- Contacts with other organisations of people with disabilities. Elaboration of questionnaires to send to other relevant end users in order to clarify problem solving
- Proposals for the refinement of the product functionality and design
- Elaboration of documentation on prototype evaluation
- Participation in the final design
- Participation in the final evaluation

Phase 5: Exploitation plan

- Definition of the contribution of the product/service to the objectives of the assistive technology R&D sector
- Description of the impact of the product for the people with disabilities (particularly for the end user defined for the project)
- Contribution to the elaboration of the guidelines for the use of the assistive technology product developed in the project
- Ideas for the definition of necessary support functions regarding the social and environmental context. Contact with other FORTUNE trainees in different countries
- Contribution to the identification of training and motivation strategies for the user