

PROJECT DOCUMENTATION

PROJECT NAME:

SCHOOL NAME: Vanasthali Public School

YEAR/CLASS: 2027

TEACHER NAME: Ms. Shweta Rani

TEACHER EMAIL:

TEAM MEMBER NAMES AND GRADES:

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| 1. Student 1 | XII |
| 2. Student 2 | XII |
| 3. Student 3 | XII |
| 4. Student 4 | XII |
| 5. Student 5 | XII |

1. Prepare for the Project

Identify a local issue affecting your school or community and that could be solved using artificial intelligence (AI).

2. Team Roles

2.1 Who is in your team and what are their roles?

Role	Role description	Team Member Name
Project Leader	• Schedules and allocates tasks among the team • Ensures tasks are completed on time • Acts as the point of contact between the team and the teacher, users and stakeholders • Resolves team issues	
Data expert	• Decides on type of data needed to train an AI model • Collects data • Ensures data is in a format that the team can work with • Ensures data is ethically sourced and unfair bias is eliminated • Works with prototype builder to train the AI model	
Information researcher	• Collects questions from the team that need answers • Identifies where answers can be located (source) • Searches for answers, writes up a report and passes information to the project reporter	
Designer	• Works with the team and the user to create a process flow for the new user experience • Plans the user interface for the prototype	
Prototype builder/coder	• Works with data expert to train/teach computer • Creates the prototype and codes if necessary	
Tester	• Works with users to tests the prototype	

	• Gets feedback from users and user sign-off when the prototype has met user requirements • Creates an action plan on what needs to be fixed and prioritizes requests for future improvements	
Marketing/ Communications leader	• Collates the team Project Logbook submission and creates the content for the video pitch • Selects spokespeople within the team for various matters relating to the project	
Video producer	• Films the activities of the team and edits these into a presentation for submission	

2.2 Project plan

Phase	Task	Planned start date	Planned end date	Planned duration (hours, minutes)	Actual start date	Actual end date	Actual duration (hours, minutes)	Who is Responsible	Notes/Remarks
Preparing for the project	Coursework, readings								
Forming the Team	Getting to know the people in the team								
Defining the problem (SDG Aligned)	Background reading								
	Research issues in our community								
Understanding the users	Identify users								
	Meeting with users to observe them								
	Interview with user (1)								
	Interview with user (2)								
Brainstorm the solution	Generate ideas								
	Vote on best idea								

Design Solution	Document the steps that the users will do								
Collecting and preparing data	Analysing data requirements								
Building Prototype	Developing the AI model								
Prototype Testing	Team meeting to discuss testing plan								
	Test your model and keep training with more data until you think your model is accurate								
	Conduct testing with users								
Reflection on Project	Reflect on the project with your team								
Creating the video	Team meeting to discuss video creation								
	Write your script								
	Film your video								
	Edit your video								

2.3 Communications plan

1. Will you meet face-to-face, online or a mixture of each to communicate?
2. How often will you come together to share your progress?
3. Who will set up online documents and ensure that everyone is contributing?
4. What tools will you use for communication?

2.4 Team meeting minutes (create one for each meeting held)

Date of meeting:
Who attended:
Who wasn't able to attend:

Purpose of meeting:

Items discussed:

Things to do (what, by whom, by when)

Date of meeting:

Who attended:

Who wasn't able to attend:

Purpose of meeting:

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Who wasn't able to attend:

Purpose of meeting:

Items discussed:

Things to do (what, by whom, by when)

3. Problem Definition

3.1 List important local issues faced by your school or community

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3.2 Which issues matter to you and why?

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3.3 Which issue will you focus on?

3.4 Team's Problem statement

How can we help _____ [a specific user or group of users] find a way to _____ [do what] so that they can [do] _____ [something not done before that can be measured].

4. Understand Your Users

4.1 Who are the users and how are they affected by the problem?

4.2 What have you actually observed about the users and how the problem affects them?

4.3 Record your interview questions here as well as responses from users.

4.4 Empathy Map

Map what the users say, think, do and feel about the problem in this table

What our users are saying	What our users thinking

What our users are doing	How our users feel

4.5 What are the usual steps that users currently take related to the problem and where are the difficulties?

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4.6 Refine your problem statement.

_____ are experiencing issues with _____ today because of _____

5. Brainstorming

5.1 Ideas

How might you use the power of AI/machine learning to solve the users' problem by increasing their knowledge or improving their skills?

AI Idea #1	
AI Idea #2	
AI Idea #3	
AI Idea #4	
AI Idea #5	

5.2 Priority Grid

Evaluate your five AI ideas based on value to users and ease of creation and implementation.

VALUE TO USERS	High	High value to users, easy to create	High value to users, hard to create
	Low	Low value to users, easy to create	Low value to users, hard to create
		Easy	Hard
EASE OF DEVELOPMENT			

5.3 Based on the priority grid, which AI solution is the best fit for your users and for your team to create and implement?

Briefly summarize the idea for your solution in a few sentences and be sure to identify the tool that you will use.

6. Design your solution

6.1 What are the steps that users will now do using your AI solution to address the problem?

7. Identify and collect data

7.1 What type of data do you need for your AI solution

8. Prototype

8.1 Document your Prototype concept

7.2 Which AI tool(s) will you use to build your solution?

7.3 What decisions or outputs will your tool generate and what further action needs to be taken after a decision is made?

9. Testing

9.1 Who are the users who tested the prototype?

9.2 List your observations of your users as they tested your solution.

9.3 Complete the user feedback grid

What works	What needs to change
Questions?	Ideas

9.4 Refining the prototype: Based on user testing, what needs to be acted on now so that the prototype can be used?

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9.5 What improvements can be made later?

10. Team Collaboration

10.1 How did you actively work with others in your team and with stakeholders?

11. Individual learning reflection

11.1. Team Reflections

A good way to identify what you have learned is to ask yourself what surprised you during the project. List the things that surprised you and any other thoughts you might have on issues in your local community.

Team member name:

Team member name:

Team member name:

12. Links

Enter the URL of your project:

Youtube Video Link :