



# MIS 3504

## Digital Design and Innovation

Photo: Installation by Jenny Holzer, US Pavillion, Venice Biennale 1990



# Team **REVIEW**

Let's begin

**How do you  
develop a  
Heuristic Review  
to use**



definition:

# heuristic

: involving or serving as an aid to learning, discovery, or problem-solving by experimental and especially trial-and-error methods

<*heuristic* techniques> <a *heuristic* assumption>;

: of or relating to exploratory problem-solving techniques that utilize self-educating techniques (as the evaluation of feedback) to improve performance

<a *heuristic* computer program>

Self-educating techniques  
to improve performance

# REVIEW PROCESS

- 1: Develop Review Heuristic
- 2: Review Process
- 3: The Report



# Step 1:

## Develop a **Heuristic Review**

A design/analysis team should work together to develop a review heuristic covering the various dimensions to assess a team or individuals work.

Create a general assessment framework in outline form with questions you would ask yourself about the other team's project.



# Review DIMENSIONS

## 1 Complete

a ....?

b ....?

c ....?

Your questions should generate constructive criticism and suggestions for improvement.

## 2 Correct

a ....?

The number of questions for each dimension is up to each team and should represent relevant information needed.

## 3 Unambiguous

a ....?

## 4 Material

a ....?

**This week focus on heuristic review on projects**

## 5 Prioritized

a ....?

# Step 2: Review and Evaluate

Use the dimensions as a **framework** for your observations

Use **consistent measurements**

Be **objective** in review

Capture metrics **along the way**

Be specific and **constructive** with feedback

Stay **positive** with Responses

# Solution Evaluation Dimensions

- How well does the solution meet the sponsors objectives
- How complete is the solutions
- How correct is the solution
- Does the solution have a logical flow
- Is the solution appropriate given the assumptions and constraints

*Your questions should generate constructive criticism and suggestions for improvement*

# Step 3

## Review **REPORT** Format

**To:** Team X

**From:** Team Y

**cc:** RYF/JM

**Subject:** Review of Proposed Scenario

**Opening Paragraph:** General comments about what was good and bad, what's most important, etc. No more than a paragraph.

### **Detailed Review Points:**

1. "With the implementation of the Blackboard feature do the other access points to this material become unavailable? If these other access points will remain available, the system should be able to update both tulibrary and tublackboard for consistency."
2. "Also, Team X's main focus is on reducing the 'acquisition process,' which increases the time needed to complete the request, but compared to the regular process, happens very rarely."

### **Appendix:**

The heuristic your team used in outline form.

# Constructive Feedback

- Ask open-ended questions and follow-up on the answers
- Ask why, what, when, where, who and how
- Set a positive, helpful tone
- Identify weaknesses, discuss them and then suggest improvements
- Identify strengths, discuss them, and then offer extensions



# Team REVIEW

# Team Assignment

## Develop a **Heuristic Review**

Develop a review heuristic covering five review dimensions to assess the other team's work.

Create a general assessment framework in outline form with questions you would ask yourself about the other team's project scope.

# Preparing for a **Review**

Teams pair up as assigned

Each review is 15 minutes long

In that time, the team must present their project scope and answer the reviewing team's questions.

Reviewers must listen carefully and take detailed notes. **All team members take review notes.** These reflect the answers given to your questions and will be used to score your observations, critiques and assessment during the final project presentation

**USE ALL THE TIME YOU ARE GIVEN**



# Create a **Score Card**

All reviewer notes should be compiled, consolidated and written into a review report.

Report should Include an additional cover page of the following:

- Reviewer Team # and names

- Reviewed Team #

- Review subject: (ex. Project Scope)

- Heuristic outline you are using for your review