Design Responsibly Checklist

Process Step:	Questions to ask:
Problem Definition	• Is this a worthwhile objective that matches up with the values and missions of the organization? • Are the goals and objectives aligned with the goals and priorities of the audience?
Analysis	• Do I understand what my audience values, and do I understand what kind of environment and situation they are dealing with? • Am I ensuring that the people participating in the research can be candid and are protected?
Solution Strategy	• Is the strategy for the solution based on good science or accepted practice? • Is this experience going to be traumatic or upsetting for learners? • Is the strategy going to make the learners' lives more difficult?
Design	• Are we testing our solution before rolling it out, to ensure it is effective or to identify any unintended consequences? • Are we using any hidden or deceptive practices?
Implementation	• Have we considered whether we should disclose the design strategies to our audience? • Are we piloting with an appropriate group?
Evaluation	• Does data collection protect learner privacy? • Is there a plan for how to respond if things don't go well?