



USE CASE DOCUMENTATION FORM

The systematic documentation of technology needs for communities is to ensure its use cases are identified through appropriate community feedback mechanisms. These need to be researched and documented adequately within culturally responsive and comprehensive co-design processes.

SECTION 1: INITIAL INFORMATION

Use Case Name (Local Language): _____

Use Case Name (Translation): _____

Documentation Date: _____

Documented By: _____

Community Priority Level: ☐ High ☐ Medium ☐ Low (*as determined by community*)

SECTION 2: STAKEHOLDER INFORMATION

Primary Users: Who will directly use this technology?

Affected Community Members: Who else will be impacted by this technology?

Decision Makers: Who needs to approve the implementation of this technology in the community?

SECTION 3: CULTURAL CONTEXT

Current Traditional Method: How is this need currently addressed using traditional practices?

Cultural Significance: What cultural values or practices does this relate to?

Sacred or Restricted Elements: Are there any sacred or restricted aspects that must be protected?

Language Requirements: What languages/dialects must be supported?

Cultural Protocols: What cultural protocols must the technology respect?

Visual/Design Requirements: What cultural elements should be incorporated into the design?

Ethical Protocol: Have there been discussions and ethical approvals from all key stakeholders?

SECTION 4: DETAILED USE CASE DESCRIPTION

Problem Description: What is the current challenge or need?

Current Solutions (if any): How is this currently being addressed?

Limitations of Current Solutions: What doesn't work about current approaches?

Community Vision: What does the community want to achieve?

Success Indicators: How will the community know if the technology is working?

Long-term Impact Goals: What long-term changes does the community hope to see?

SECTION 5: TECHNICAL REQUIREMENTS

Core Functions: What must the technology be able to do?

1.

2.

3.

4.

User Interactions: How will the community interact with the technology?

Device Compatibility: What devices are available in the community?

Power Requirements: What are the power/electricity limitations?

Connectivity Needs: What internet and network connectivity options are available?

Maintenance Considerations: What technical skills are available in the community for maintenance?

SECTION 6: COMMUNITY CAPACITY, SKILLS, KNOWLEDGE & RESOURCES

Technical Skills Available: What technology skills exist in the community?

Traditional Knowledge Assets: What traditional knowledge is relevant to this use case?

Learning Preferences: How does the community prefer to learn how to use new technologies?

Available Resources: What resources are available to the community?

Resource requirements: What additional resources are needed?

Potential Partnerships: What external collaborations and partnerships might be helpful?

SECTION 7: DATA PRIVACY, OWNERSHIP, AND SOVEREIGNTY

Data Ownership: What data will be created, and who will own it?

Access & Control: Who will have access to the data, and what types of data should they be able to access?

Storage Preferences: Where will the data be stored, processed and controlled?

Sensitive Information: What information must be kept private or restricted?

Cultural Information Protection: How will traditional knowledge be protected?

COMMUNITY VALIDATION RECORD

Initial Documentation Review

Review Date: _____ **Reviewed By:** _____

Accuracy Confirmed: ☐ Yes ☐ Needs Changes

Changes Requested: _____

Community Approval

Community Meeting Date: _____

Community Decision: ☐ Approved ☐ Needs Discussion ☐ Rejected

Decision Makers Present: _____

Community Comments/Conditions: _____

Immediate Next Actions:

1. _____
2. _____
3. _____

Timeline Preferences: When would the community like to see progress on this?

Success Milestones: What checkpoints will indicate progress toward the goal?

Documentation Control

Community Review Status: ☐ Community Approved ☐ Pending Review

External Sharing: ☐ Approved ☐ Restricted ☐ Prohibited