



In-class exercise – RESEARCH DOSSIER

BUILD YOUR  
**RESEARCH DOSSIER**



## MY PROJECT



**Design:** put the canvas here, a document with passwords for accessing the Google Drive account, allocation of roles etc.



**Administration documents:** enter here all administration documents found



**Data:** enter the datasets that you find online and a document describing each dataset found (e.g. Research Design)



**Other resources:** all other useful material found (e.g. research reports, bibliography, site lists)



**Media:** photos, videos or songs you have created or found online that are useful for your project

Using your **Google Drive** space, create a shared folder and organise it to manage your research dossier.

# SEARCHING FOR DATA AND INFORMATION

Starting from the materials seen in class, divide into groups according to the following indications for collecting as much information possible on the chosen project and topic

EXERCISE	ROLES INVOLVED
SEARCH FOR ADMINISTRATIVE DOCUMENTS	Storyteller Project Manager
SEARCH ONLINE DATASETS STARTING FROM THE INSTITUTIONAL WEBSITES ASSOCIATED WITH YOUR TERRITORY OR TOPIC	Coder Analyst Head of Research
SEARCH SECONDARY DATA AND RESOURCES (non-OpenData)	Designer Blogger Social Media manager

In class, compile and structure your **Research Design**, using as an example the MODEL provided in the Homework section.

It forms a simple **worksheet** that you can use to compile all information you need and that you will collect during your research, for example:

- sources identified and collected
- data found and related links
- administrative documents collected
- your interviews
- contact details
- the progress of your work

The **Research Design** is very useful as it gives you a snapshot of your research progress in a single file and catalogues all information in a single container. You will also be able to enter internal (to documents) and external (web sources and data) hypertext links.

EACH GROUP PRESENTS THE MATERIAL FOUND IN 5 MINUTES. FOLLOWED BY A BRIEF DISCUSSION ON THE QUESTIONS:



- Are the data and information we have found sufficient to give the research context? How can we use them?
- What other data are necessary to continue?
- What other related data do we want to collect?



In-class exercise – RESEARCH DOSSIER