

DESIGN

Learning by Design Package Programmes for Schools

SOJOURN

DESIGN SOJOURN PTE LTD | GST REGISTRATION NO. 200611313D | 03 June 2024

° DOCUMENT INFORMATION

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GST Reg No.: 200611313D



We are a Design Led Innovation consultancy passionate in making people's lives better.

OUR PHILOSOPHY

Who we are and what we believe in.

The catalyst of our innovation is people. We work with companies deeply interested in their customer's lives and are committed to improve it.



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The Design Sojourn Project Team

We are a Design Led Innovation Consultancy passionate in making people's lives better. We use Design Thinking to craft experiences across multiple touchpoint to drive successful businesses. We are known for transforming deep ethnographic (human) research into innovative business strategies and solutions.

The facilitators at Design Sojourn, are known experts in the design industry, and jointly bring over 150+ years of commercial design experience to your program or workshop.

A qualified team will be finalise for this project dependent on the time of award and their availability.



Brian Ling
Founder & Design Director

25+ Years of Experience

Certified Practicing
Management Consultant
(PMC)

SkillsFuture Fellow (2022)

4 Red-Dot Awards
3 IF Design Awards
2 CES Awards
1 Good Design Award

Lisa Choo
Partner & Director of
Human Research

Masters in Clinical
Psychology

23+ Years of Experience

Marit Seet
Operations Manager
20+ Years of Experience

Denise Shee
Senior Experience Designer
8 Years of Experience

Farhan Sahari
Experience Designer
5 Years of Experience

Syam Hussain
Experience Designer
2 Years of Experience

Tan Ying Hui
Experience Designer
1 Year of Experience

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Our Selected Client List

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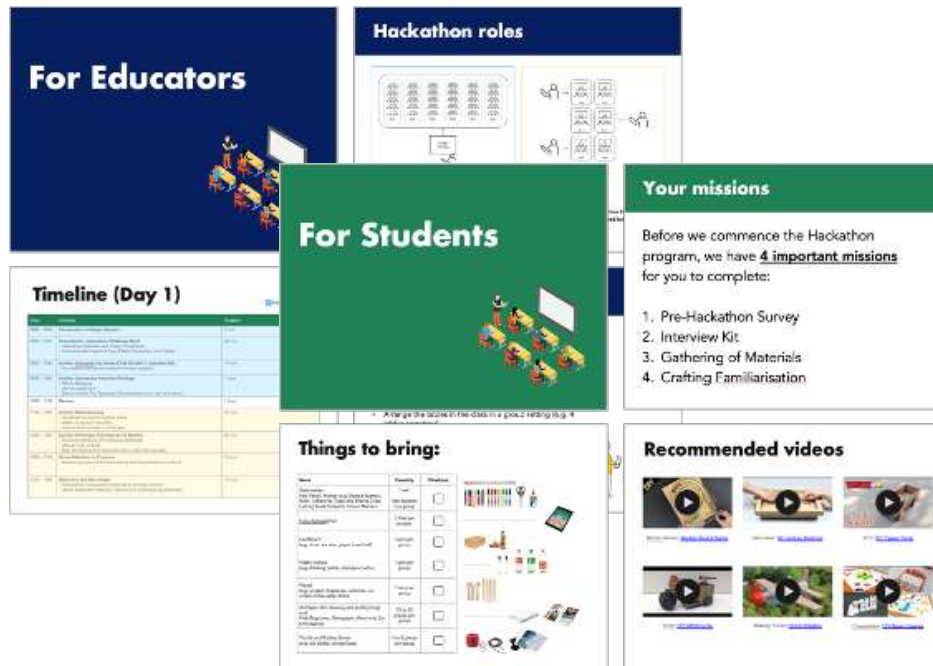
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Learning by Design - St Joseph's Institution Junior (SJIJ)

What we did:

- Facilitated **280** Primary 5 students to design and build toys/games using recycled materials via a 3-day Hackathon.
- Incorporated elements of play into Design Thinking activities.
- Designed the program activities and materials e.g. pre-hackathon handouts.
- Designed and delivered training sessions for educators to conduct future Design Thinking programs.
- Designed and delivered a Design Thinking guidebook for educators to facilitate future programs.



Above: Pre-hackathon teacher and student handout.



Above: Activities conducted during the Hackathon at SJIJ.

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Learning by Design - Fairfield Methodist Secondary School (FMSS)

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What we did:

- Facilitated **30** Secondary 1 to 3 students to design and build sustainable products observed in everyday settings.
- Incorporated real-world contexts familiar to students, allowing them to draw from their own experiences and observations.
- Designed the program activities and materials.
- Designed and delivered training sessions for educators to conduct future Design Thinking programs.
- Designed and delivered a Design Thinking guidebook for educators to facilitate future programs.



Product Name: _____
 Team no: _____ Test no: _____

Observations

What to improve



Above: Toolkits provided to students.



Above: Activities conducted during the Hackathon at FMSS.

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Summary of Packages

1) Human Centred Innovation Workshop

Learning and using the principles of Design Thinking to create innovative solutions. Delivered in a hands-on workshop (Learning by Doing) that is exciting and engaging.

2) Innovating for Sustainability

Empowering schools to solve problems through design thinking and the lens of environmental sustainability to capitalise on opportunities in the decarbonised economy.

3) Rethinking our School Spaces with Placemaking

Discovering opportunities to convert or enhance existing spaces into useful educational or recreational corners.

4) Designing a Positive Mind

Learning to use positive psychology to redesign the way you look at stressful challenges with the objective to improve your mental wellness. (Please refer to the next slide for examples.)

The following options are available for all the workshops above:

Package Options	Basic	Intermediate	Advance
No. Of Workshops	2 x Half Day Workshop	3 x Half Day Workshop	5 x Half Day DT Master Class
Target Audience	Educators and/or Students	Educators and/or Students	Educators and/or Students
Price	\$19,100	\$21,700	\$26,000

*** Prevailing GST rate applies. Prices quoted above are not inclusive of GST.**

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Designing a Positive Mind



Positive Psychology workshop for children at a VCH. Using various creative methods to encourage children to open up and share their thoughts and feelings.

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Summary of Packages

5) Quo Vadis - Design Led Innovation Program for Change Makers (Educators & School Leaders)

Working with change makers in the school to innovate their organisation. This is a consultancy project that includes a training and educational element.

Package Options	Basic	Intermediate	Advance
Innovation Consultancy	4 man-weeks over 2-3 months		
Coaching and Mentoring for Innovation Projects	4 hours	16 hours	40 hours
Price	\$49,300	\$52,950	\$60,200

6) Design Thinking to Drive Digital Transformation (Educators & School Leaders)

Equipping schools with the tools and methodologies to identify needs, key challenges, and understand the root causes of issues so that they may start their journey in effective digital transformation. This is a consultancy project that includes a training and educational element.

Package Options	Assessment	Change Management
Price	\$25,700	\$19,700

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Breakdown of Scope for Workshops (1 to 4)

1. Understanding School's Needs & School Programme / School Improvement / Capacity Development Review

Objective: Consultancy service to assess school's needs and develop program

- Kick-off meeting to scope the program details and delivery plan
- Programme recommendation x 1
- Review with school project team

2. Creation of Training Materials

- Create training materials

3. Production of Training Materials

- Printing of guidebooks and templates for up to 40 students / educators

4. Workshop Facilitation:

- Facilitation by 2 facilitators for up to 40 students (1 class size) / educators per session

5. Project Reporting

6. Audit Reporting

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Quo Vadis - Design Led Innovation Program for Change Makers

1. Understanding School's Needs & School Programme / School Improvement / Capacity Development Review

Objective: 4-week Consultancy service for school improvement and innovation

- Kick-off meeting to scope the program details and delivery plan
- Discover: field research and understanding challenges
- Define: Identify opportunities and brainstorm solutions
- Design: Set directions and roll out plan

2. Creation of Training Materials

- Create training materials

3. Production of Training Materials

- Printing of guidebooks and templates for up to 10 educators

4. Workshop Facilitation:

- Up to 4 half-day workshops over 4 weeks

5. Coaching:

- Post program coaching sessions for up to 10 educators (together)

6. Project Reporting:

- Survey analysis and school report over the 4 phases

7. Audit Reporting

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Design Thinking to Drive Digital Transformation

1. Understanding School's Needs

- Design thinking consultancy to understand school needs and develop program plan

2. School Programme / School Improvement / Capacity Development Review

- Assessment: Consultancy service to review & improve school operations using Design Thinking and identify opportunities for digital transformation.
- Change Management: Develop change management plans including communication plans, change impact assessment, etc.

3. Creation of Training Materials

- Creation of process maps, communication plans, high-level software architecture, etc

4. Production of Training Materials

- Printing of guidebooks and templates for up to 10 educators

5. Workshop Facilitation:

- Up to 2 half-day workshops over 2 weeks

6. Project Reporting:

- Survey analysis and school report

7. Audit Reporting

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Rate Card to be Used to Create Customised Programmes

No	Description of Services	Specifications	Unit of Measure	Price (\$\$)	Remarks
1	Project Reporting	Pre/post Surveys and Interim & Final Reports	Per Project	2,500	Reporting Required by DSG 1. Conduct pre & post survey 2. Survey analysis 3. Project report x 1; includes formatting and design
2	Design Thinking (DT) Consultancy	Identification of School Needs and adaptation into programme	Per Project	6,000	Objective: To assess School's needs for the program. 1. Kick-off meeting to scope the program details and delivery plan 2. Programme recommendation x1 3. Review with School project team
3	School Process Review	Consultancy services to review school processes	Per report	10,000	Objective: Consultancy service to review and improve school operations using Design Thinking. 1. Audit of one (1) existing process. 2. One (1) co-creation workshop with project team 3. Preparation and creation of one (1) x As-is and To-Be Process Map . 4. One (1) x process review session with project team

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Rate Card to be Used to Create Customised Programmes

No	Description of Services	Specifications	Unit of Measure	Price (S\$)	Remarks
4	School Programme Review	Consultancy services to review school programme	Per Report	10,000	Objective: To review and improve existing school programs using Design Thinking. 1. Audit of one (1) existing programme. 2. One (1) co-creation workshop with project team. 3. Preparation and creation of one (1) x recommendation report. 4. One (1) x recommendation review session with project team
5	Updating of DT Curriculum Materials	Updating of lesson materials for school from existing materials.	Per Set	2,500	Objective: Updating existing school materials. 1. Editing or Adapting existing DT Curriculum Materials for a 2 hour lesson.
6	Designing of new DT Curriculum Materials	Includes: <ul style="list-style-type: none"> • Syllabus • Lesson Plans • Related resources 	Per Set	5,000	Objective: Design new school materials. 1. Development new DT Curriculum Materials for a 2-hour lesson 2. Review Materials with School

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Rate Card to be Used to Create Customised Programmes

No	Description of Services	Specifications	Unit of Measure	Price (S\$)	Remarks
7	Production of Standard Programme Materials	Includes: •Printing of lesson materials such as Worksheets / Posters / Charts	Per Set	10	Per student
8	Internal Manpower Cost for Facilitation – Senior Speaker/ Facilitator	Includes: •Main facilitator for programmes •Main presenter for talks	Per facilitator per hour	300	-
9	Internal Manpower Cost for Facilitation – Junior Speaker/ Facilitator	Includes: •Support roles for programmes	Per facilitator per hour	200	-
10	External Manpower Cost for Facilitation – Senior Speaker/ Facilitator	Includes: •Main facilitator for programmes •Main presenter for talks	Per facilitator per hour	330	Inclusive of 10% service fee
11	External Manpower Cost for Facilitation – Junior Speaker/ Facilitator	Includes: •Support roles for programmes	Per facilitator per hour	220	Inclusive of 10% service fee
12	DT Project Mentoring	DT Mentor for specific projects	Per mentor per hour	300	-
13	Audit Report	External audit of actual expenditure by practitioner	Per Report	2,000	-

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Terms and Conditions of Engagement

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Adhering to project schedules and deadlines depend on timely decisions and appropriate responses from the Client.

Deviations to the agreed scope in this Design Proposal may require a re-calculation of the professional fees required and charged at the end of each phase. This is subjected to a pre-agreed amount between Design Sojourn and the Client.

Fees do not include third-party costs such as workshop room bookings, all types of model making, prototyping, courier costs, freight and shipping costs, stock images, digital imaging, photography, illustration, production, construction, BCA license fees and annual license fees. If required by the Client, they will be billed separately at the end of each Phase.

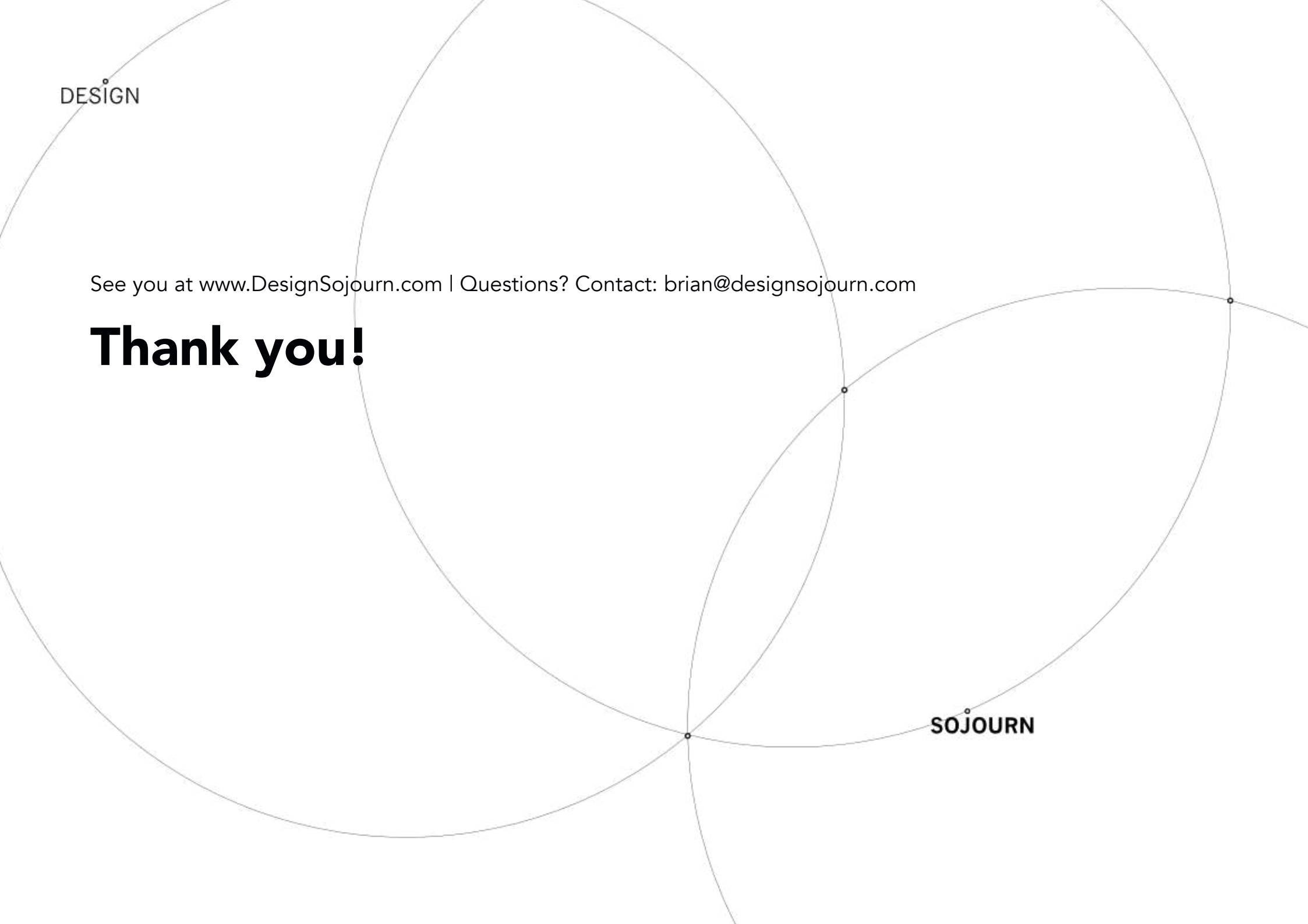
Maximum number of iteration rounds per deliverable activity is **0** (iterations are scoped as a refinement phase). Any additional iteration required will be billed separately at the end of the Phase. Not applicable to workshop programmes.

In the event that payment of any amount is not received when due, Design Sojourn is entitled to suspend further work, and withhold all work product from the Client. Ownership of all rights in the work, including but not limited to intellectual property rights, will be transferred to the Client upon receipt of full payment by Design Sojourn.

Either party shall be entitled, at any time during the term of this document, to terminate the engagement / agreement for any reason whatsoever by giving the other party fifteen (15) days written notice. Upon the termination of the engagement / agreement, Client shall pay Design Sojourn all amounts due and payable up to the date of termination, which shall include, but is not limited to, the time cost of all work done as well as out-of-pocket expenses incurred by Design Sojourn up to the date of termination. Upon receipt by Design Sojourn of the foregoing amounts, Design Sojourn shall transfer all work product created up to the date of termination to the Client, subject to the other terms of this document.

Unless otherwise informed by the Client in writing, Design Sojourn is entitled to (i) state that it has performed work for the Client, and (ii) provide general information about the work product (provided that the subject matter of the work product is in the public domain) in its publicity materials.

Please make out all cheque payments to **Design Sojourn Pte Ltd**. Please quote the document number of this Design Proposal in all correspondences. All prices quoted are in \$SGD. Electronic payment facilities are available and the details are in the invoices.

A Venn diagram consisting of three overlapping circles. The top-left circle is labeled 'DESIGN', the bottom-right circle is labeled 'SOJOURN', and the central intersection of all three circles contains the text 'See you at www.DesignSojourn.com | Questions? Contact: brian@designsojourn.com' and 'Thank you!'.

DESIGN

See you at www.DesignSojourn.com | Questions? Contact: brian@designsojourn.com

Thank you!

SOJOURN