PrOJect Planner

Welcome to the co-production project planner workbook.

This is your place to jot down ideas, make connections and think big.

If you enjoy the visual planning exercises in this workbook, why not make a larger version and put in on your wall.

Use post-its for the different stages - that way you can move them around and add things as you wish. You could also photocopy the workbook before you write on it - then you can use it again and again.
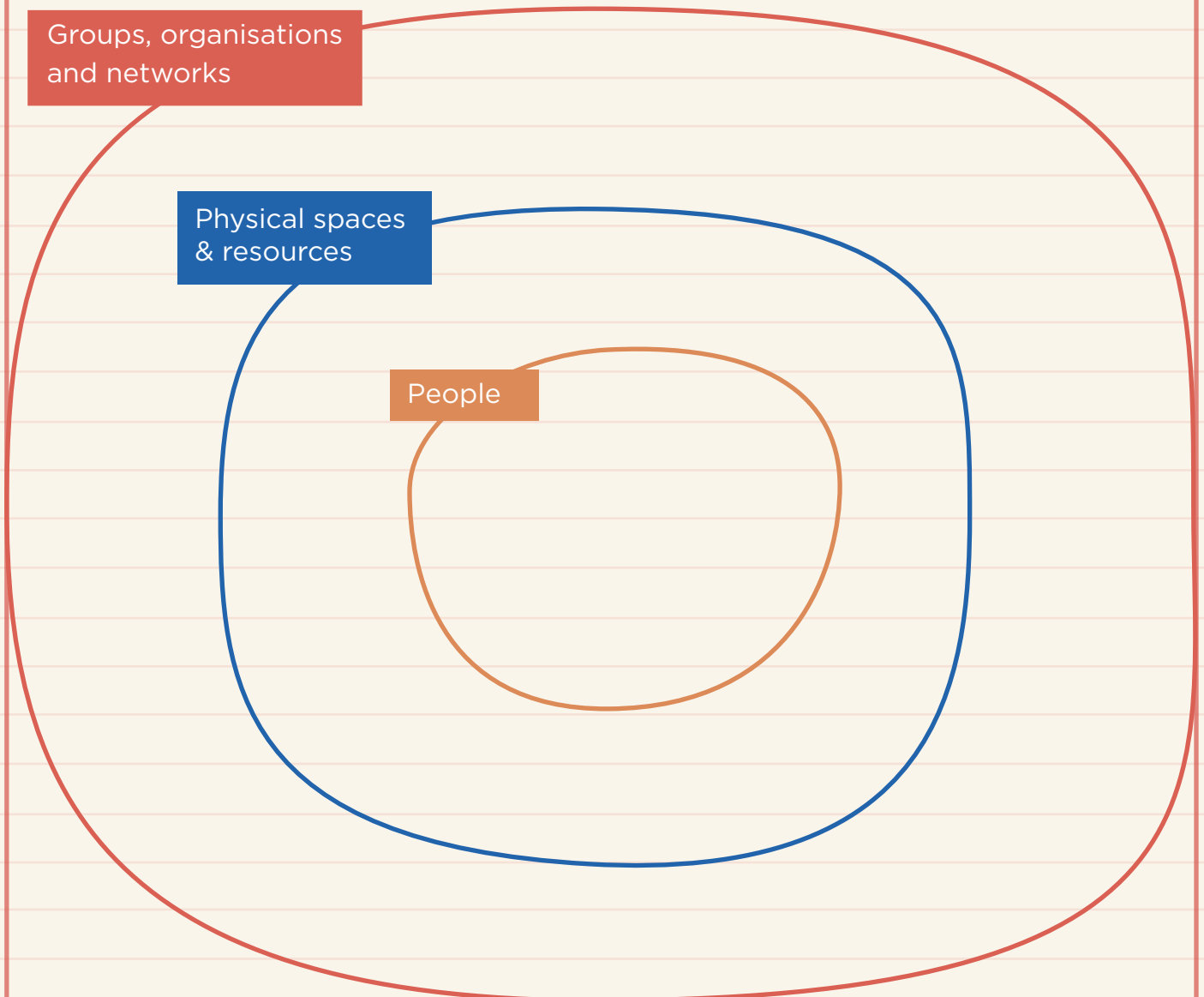
Our co-production project idea

What support do you have to make it happen?

Groups, organisations and networks

Physical spaces & resources

People

Recruitment Plan	People with lived experience	Frontline staff	Decision makers	Family / carers
Who?				
How?				
Potential barriers to inclusion & ideas for overcoming them				

Workshop Delivery

When you have confirmed the idea for the project and who will be in the co-production team it is time to start thinking about your workshop delivery.

Providing opportunities for people to get together is at the heart of co-production. At Iriss, we call these opportunities 'workshops', but they are also called gatherings, meetings, sessions, skill shares, and seminars.

At Iriss we have found it useful to use the Design Council's Double Diamond model (Design Council, 2017) to structure our co-production workshops. This model has four stages, which can be enacted over a few hours, or over a few years, depending on the project scope and resources.

The Double Diamond can help you think about the structure of your project and how it will map out over time. You can use it to plan the details of your workshops, such as which tools to use and the outcomes for each session.
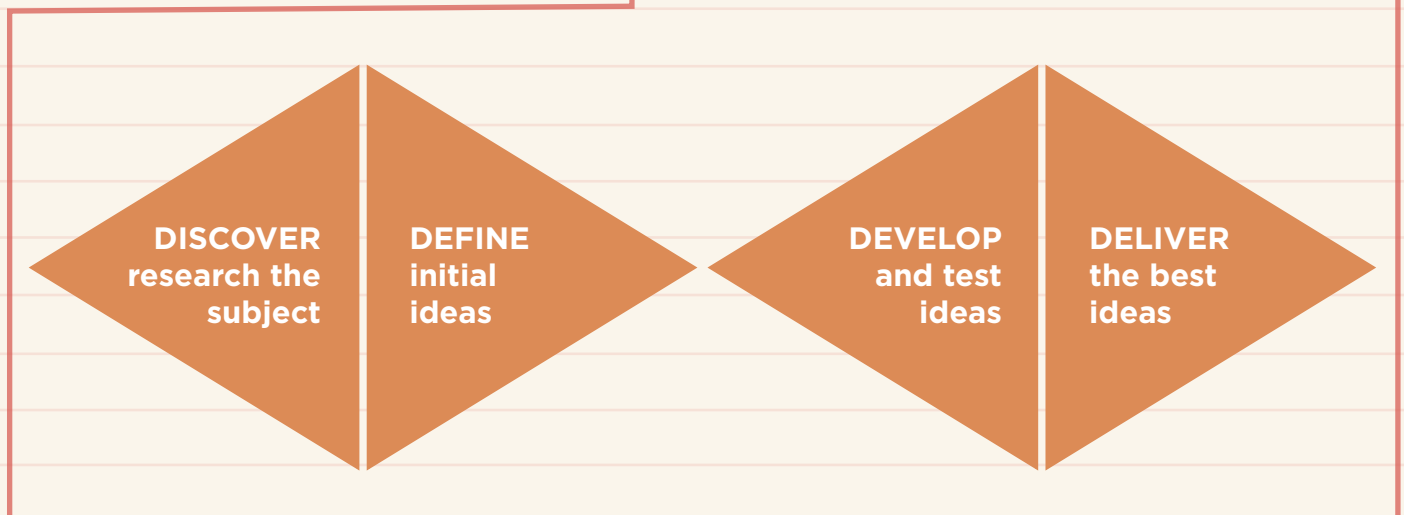
How many workshops will you run?

Design Council's Double Diamond

Discover - investigate the focus of the project from all angles. Collect information through conversation, sharing stories, surveys, observations, interviews, drawing, creative exercises and other investigative techniques.

Define - examine all of the collected information and identify key themes that have emerged from it. By the end of this stage there should be a clear question, or questions, to be answered.

Develop - find as many answers as possible to the question - thinking broadly and not ruling anything out. The group must push themselves to think creatively in order to develop as many solutions as possible.

Deliver - ideas that have been developed are prototyped (tried out) and refined. This results in the group achieving the desired outcome or output.

DISCOVER research the subject

DEFINE initial ideas

DEVELOP and test ideas

DELIVER the best ideas

Project Planning Timeline

Let's say you know you want to deliver a project involving a number of workshops. Using the planning sheet, visually map out what you will need to do, when, and what resources you will need to do it. Working on a visual timeline means you can easily add things as they appear to you, and don't need to worry about working everything out in chronological order.
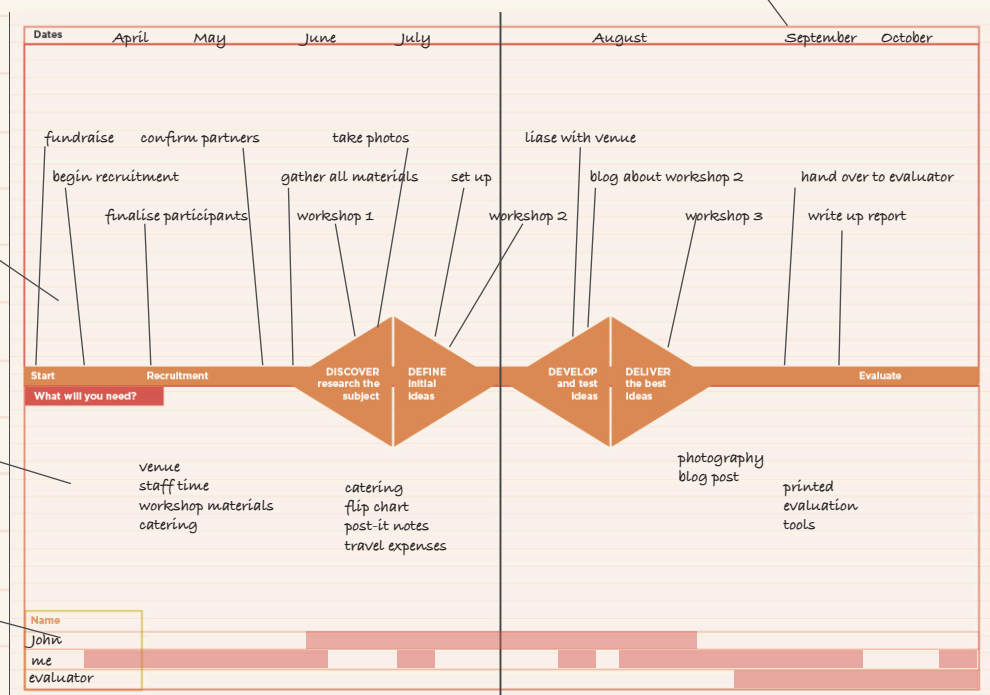
How to use the timeline

1. Add your workshops to your timeline, spread evenly across the Double Diamond stages. You can either write down exact dates or just note a rough time between each session. The length of your workshops will vary from group to group. At Iriss we have found up to six day-long workshops, spread over a few months, works well and gives everyone time to get to know each other and relax into the process.

2. Now think about the steps you will need to go through for each workshop - booking venues, identifying resources, planning resources, updated group members, evaluating and documenting. Add all of these actions to your timeline.

3. Work backwards from there - think about advertising the workshops, recruiting your co-design team, networking, and sharing your workshops with appropriate colleagues. You may need to go back as far as sourcing funding.

4. When you have all the details of your plan timetable agreed, use the lower half of the diagram to map out what resources you will need at each stages and associated tasks.

5. Map out who will do what tasks, and what support they will need,

Add dates to your timeline - remember to factor in holidays!

Sketch out project milestones

Think about when you might need certain resources as well as time, catering, expenses, and payment for co-design team.

Map out the time required for the project

Dates	April	May	June	July		August		September	October

fundraise   confirm partners   take photos   liase with venue

begin recruitment   gather all materials   set up   blog about workshop 2   hand over to evaluator

finalise participants   workshop 1   workshop 2   workshop 3   write up report

Start   Recruitment   DISCOVER research the subject   DEFINE initial ideas   DEVELOP and test ideas   DELIVER the best ideas   Evaluate

What will you need?

venue
staff time
workshop materials
catering

catering
flip chart
post-it notes
travel expenses

photography
blog post

printed
evaluation
tools

Name
John
me
evaluator

Dates

Start **Recruitment** **DISCOVER** research the subject **DEFINE** initial ideas

Name

Dates

What are the milestones and the steps between them?

DEVELOP and test ideas

DELIVER the best ideas

Evaluate

What resources will we need?

Your first workshop

- Pay attention to the practical arrangements to ensure everyone can participate – we use an Inclusion Form to make sure we identify and respond to everyone's needs. This can be sent to people before they attend your workshop. It is important that you endevour to meet the needs that are identified, otherwise the entire exercise is fruitless! Some may be difficult to accomodate and in that case a discussion about these limitations needs to be had with affected participants.

- Break down 'them' and 'us' barriers whenever possible. Mix people up. Move away from 'roles' and instead focus on skillsets and 'what we're good at'.

- Develop a 'working together' agreement as a group. Ask people what their outcomes are for the project and what their concerns are. As a group think about how you can overcome concerns and achieve the hopes together.

- Use tools to help everyone have a voice e.g. 'Stop, I want to speak' talking cards.

- Avoid buzzwords and jargon.

- Give people responsibilities e.g. homework to complete beforehand. This will help those who perhaps don't speak up in the group to have their voice heard.

- Be transparent about where you are in the design process. Make people feel comfortable when they are in the messy idea generation stages.

- Give people the opportunity to highlight problems. Listen to complaints and write them down. If they have ideas about changing the process, facilitate these where possible.

Ideas for the first workshop

Evaluation tip

At your first workshop it is a great idea to spend some time considering what people's outcomes are for the project. Move beyond the outcomes of the project itself - what do the participants hope to get from the process? If these outcomes are identified early on, then you can revisit them at the end to know if the process was successful.

Event planning checklist

This is an example workshop planning checklist. It is designed to be used after you have done your initial planning and recruitment of your co-production team. This is not specific to a co-production process, but can be helpful to keep you straight. It is also useful as a list of ideas to add to your timeline. Add your own specific tasks and have the satisfaction of ticking them off as you go.

Event planning checklist					
Choose location					
Confirm date					
Confirm venue					
Confirm caterers					
Write facilitators notes					
Photocopy resources					
Make powerpoint					
Write tech spec + source					
Check tech spec with venue					
Get photo consent					
Make preliminary agenda					
Write delegate briefing					
Send out inclusion form					
Send out details to delegates					
Liaise with caterers					
Plan evaluation					
Print signs					
Create name badges					
Order taxis/ book trains					
Write & send out press release					
Promote on Twitter					
Promote on newsletter					
Promote on the web					
Do guest blogs					
Gather branded materials					
Confirm who will take photos					
Put powerpoint on a stick					
Do workshop!					
Write up event					
Collate evaluation					
Edit photos					
Share photos on social media					
Reflect on workshop					
Pay for venue + caterers					
Evaluate workshop					

Budget planning

Look back at your resources timeline - you will probably have lots of things like staff time, venues, catering, materials, travel and recruitment costs. How much will each of these cost? Don't get too stuck on details, keep it rough for now to get an overview. When you have the details firmed up, you can begin to breakdown the budget more accurately.

Evaluation tip

In your visual timeline, consider important points for evaluation and evidencing. Include the points at which you will determine personal outcomes, measure people's understanding of co-production, take stock of what is being learned from the project, edit photographs and write up workshop reports.

What indicators can you use to demonstrate project progress/success?

How will you measure them?

What stages will they become apparent?

Ideas for evidencing your work

- Take photographs throughout the workshops
- Create a project blog or website
- Write up all workshop notes at the end of each session
- Evidence the narrative - write creatively about the workshops and project
- Keep photographic or reflective journals
- Storyboard events
- Issue regular feedback forms
- Tweet about your workshops
- Interview participants at different stages
- Speak at events about your projects
- Create a folder or scrapbook to store used tools

The challenge of co-production
A fantastic call to action around the need for co-production nationally, and across specialisms.
www.nesta.org.uk/sites/default/files/the_challenge_of_co-production.pdf

Co-design mindsets
A lovely set of short videos introducing some of the mindsets essential to successful co-production. These mindsets explore and uncover the philosophy behind IDEO's approach to creative problem solving, and show that how you think about design directly affects whether you'll arrive at innovative, impactful solutions.
www.designkit.org/mindsets/3

**Co-production in social care:
What it is and how to do it**
A very comprehensive guide to what co-production is and how to develop co-productive approaches to working with people who use services and carers. It is aimed at managers and commissioners, frontline practitioners, carers and people who use services. www.scie.org.uk/co-production/

The Scottish Co-production Network
As interest in co-production begins to take root in Scotland, the Scottish Co-production Network provides a locus for the sharing of learning and the exchange of co-production practice. The Scottish Co-production Network is free and open to anyone who is interested in co-production in Scotland.
www.coproductionscotland.org.uk/about/what-is-co-production/

NESTA co-production catalogue
A great guide, and one which we have drawn on in creating this resource. It's a showcase of co-production projects in action, and a great way to learn about what co-production looks like in practice. It has a particular focus on health and social care, as well as resources and other information on co-production in the UK and internationally. www.nesta.org.uk/publications/co-production-catalogue

The Parable of the Blobs and Squares
A short animated video, which through the tale of blobs and squares, paints an accurate picture of how co-production matters.
www.vimeo.com/42332617

Co-production - how are you doing?
A self-reflection tool for co-production. It is designed for local authorities, local services and local people to think about how things are working where they live and/or work. It uses the four key principles of co- production that Edgar Cahn wrote about in his book, *No more throw-away people.* These are: recognising people as assets, valuing work differently, promoting reciprocity and building social networks.
www.inclusionnorth.org/uploads/attachment/71/co-production-reflection-tool-v9.pdf

Durham University co-inquiry toolkit
There is not one way to do co-inquiry research, however, the approach does have some core components that are common in community-university participatory research partnerships. These components are detailed in this toolkit and are a good starting point for anyone interested in embarking on a co-inquiry research partnership. The toolkit was compiled by Andrea Armstrong and Sarah Banks (Durham University) for Beacon North East. PDF: bit.ly/DURHAMcoinquiry

Inclusion North self-reflection tool: Co-production – how are you doing?
A self-reflection tool for co-production designed for local authorities, local services and local people to think about how things are working where they live and/or work. It uses Edgar Cahn's four key principles of co-production. PDF: bit.ly/INcoprotool

Independent Living in Scotland co-production toolkit
Written by disabled service users in an easy and accessible format, the 'All Together Better' toolkit offers excellent practical guidance on how to get it right. Whether you call it co-production or common sense, this toolkit points the way and will help everyone involved ensure that engagement is meaningful and productive, and recognises that everyone is equal and can add value to the process and the outcome. Online at bit.ly/ILIScopro1

Tools	Notes
Inclusion checklist	
'Stop, I want to speak' cards	
Rogues gallery	
Tomorrow's headlines	
Values and manifesto	
Asset map	
Research interview	
Consequences characters	
Character profiles	
Thinking hats	
Anatomy tool	
Opportunity card	
Conversation reflections	
Paper prototypes	
Problem & solution ranking	
Priority matrix	
Solutions in practice	

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