

Knowledge Mobilisation Guide

WORKSHEET 5: BUILDING YOUR TIMELINE

Working in a way that includes more perspectives across the organization and new skills sets requires a different way of planning. Use this worksheet to identify key milestones, manage the approval process, and help your project team identify where their investment of time will be greatest.

Using sprints can align project development around specific goals and break down complex projects into more manageable pieces.

You can build your budget by working backwards from a key event for which you want to have your product ready, or use it to estimate how long developing a project will take.

Sprint 1: Discovery

- Identify team members
- Complete 4-question worksheets
- Complete knowing your actors worksheet
- Complete budget and timeline worksheets
- Develop creative brief

Sprint 2: Formative Research

- Work with local and regional experts to identify relevant research questions
- Identify successful solutions from other efforts that may be relevant to this project
- Revisit previously completed worksheets to incorporate new insights

Sprint 3: Development

- Create research protocols
- Gain input on research protocols from those who will be using the research
- Begin your distribution plan, relying heavily on your theory of change and the Know your actors worksheet.
- Plan for how you'll evaluate the success of your project

Sprint 4: Implementation

- Field your research and collect data
- Develop a communications strategy that supports your theory of change.

Sprint 5: Translation

- Analyze your findings
- Identify the context that will bring it to life.
- Re-engage designers, artists, photographers, evaluators, data scientists, and writers to bring the data to life and contextualize what you've learned from your research to ensure that it drives the change you're working toward

- Prototype product, with close attention to the creative brief. Gain feedback from people who you hope will use it, and people with knowledge of that community.

Sprint 6: Distribution

- Refine your distribution plan based on what you've learned along the way
- Execute your distribution plan

Sprint 7: Evaluation

- Execute your evaluation based on the plan you identified in Sprint 3
- Conduct an after-action review to understand the success and limitations of the project, and identify ways to address challenges in future efforts

Timeline Worksheet

Sprint	Task	Who will complete	Completion date	Who Will Approve	Date completed
Discovery					
Formative Research					
Development					
Implementation					
Translation					
Distribution					
Evaluation					

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