Planning A Co-Design Activity

Contributors:

What topics to explore?

What are the current challenges, gaps, and opportunities?

What is the purpose of exploring this topic?

How to build Trust?

What are the objectives of doing this activity?

What are the key incentives for participation?

What type of information will be collected?

How will the privacy and ownership of that information be handled?

What activities to plan?

How do these activities help to meet the objectives?

Are these activities easily understandable?

Are these activities accessible for the participants?

Who will facilitate the activities? How?

Who is going to be there?

Who should be part of this conversation?

Who is currently missing from this conversation?

Are there outliers in that community? How will they be included?

How to manage logistics?

How will people be informed about this activity?

Where will this activity take place? How accessible is it?

What accessibility services are needed?

How to integrate different cultures/context?

What are the costs (e.g. honorarium, food, etc.)?

What to do with the output?

How to organize the collected information?

How to ensure all contributions are included?

How to share the insights?

How do you define success?

Reflecting On A Co-Design Activity

Contributors:

How did participants respond to the topic?

Was it understandable for the participants?

How could the topic be redefined to facilitate discussion?

How to maintain relationships?

How will the community be enabled to give feedback?

How will the community know the impact of their contribution?

How did the activities go?

Did they go as planned?

Did they help to meet the objectives?

What were the challenges in carrying them out?

How could the format / structure be changed to make the activity more accessible?

What other activities could be helpful?

Who was missing?

Who wasn't included in the activity? Why?

What were the challenges in engaging certain communities?

Did participants feel safe to contribute ideas?

Who else should be included in future activities?

How were the logistics managed?

What kind of resources could help with engaging more diverse perspectives?

What technical challenges were experienced during the activity?

What were the challenges of working with communities with different needs, context, and culture?

What is the impact of the co-design process?

What is learned from this process

What could be done differently in the future?