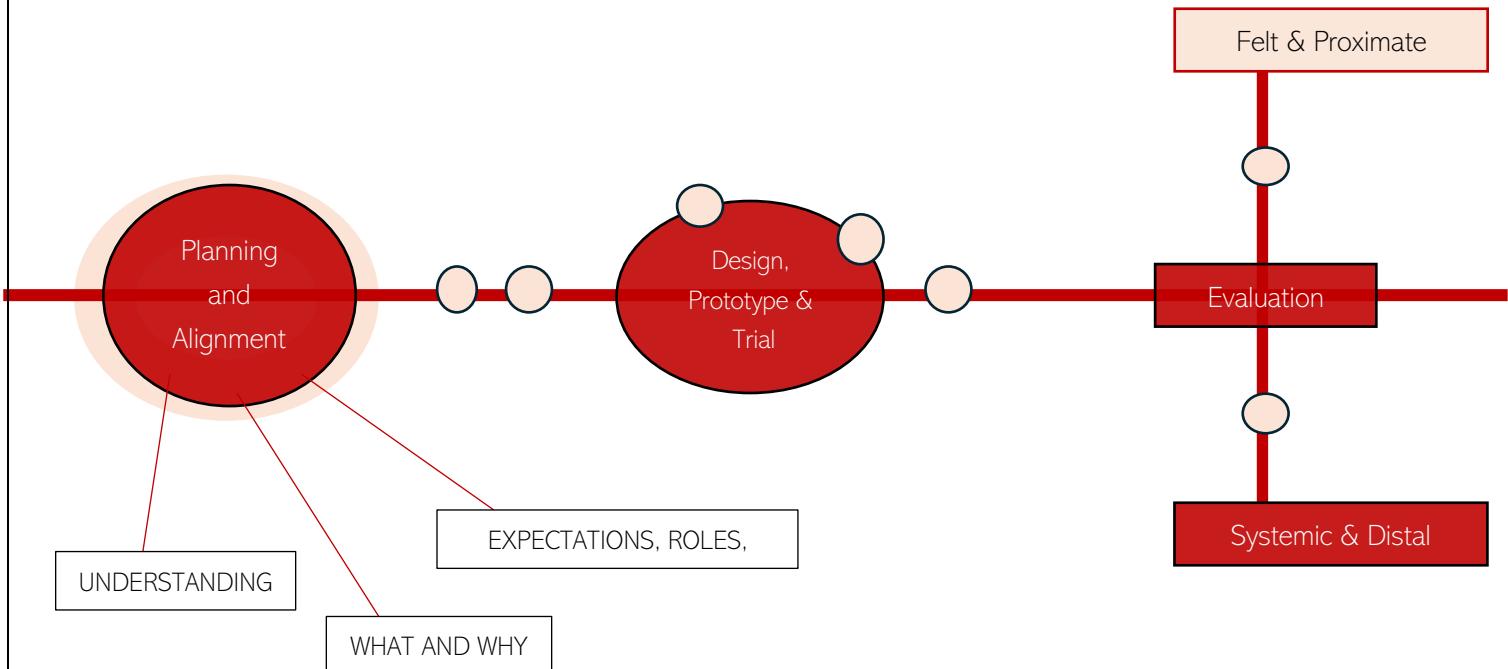


Co-Creation Toolkit Step 3: Worksheets

Now that you have read the foundations and the how-to guide, use these worksheets with your partners to plan, track, and evaluate the co-created research.

PHASE 1: PLANNING AND ALIGNMENT	2
PHASE 2: DESIGN, TEST, ITERATE	8
PHASE 3: EVALUATION	10



Phase 1: Planning and Alignment

1. Understanding (Partners and Context)

Describe partners' interests and relationship to the research topic:

What does 'successful' research mean for all partners? Are the dimensions identified short-term or long-term accomplishments?

Define what 'ethical' research means for all partners. Are the dimensions identified short-term or long-term accomplishments?

Identify anticipated barriers (scheduling, budget, values, accessibility, etc.):

Preferred methods for maintaining ongoing relationships (meetings, social events, etc.):

2. What and Why (Research Purpose)

Describe the research problem or gap:

State the research objectives:

What co-creative methods will be used?

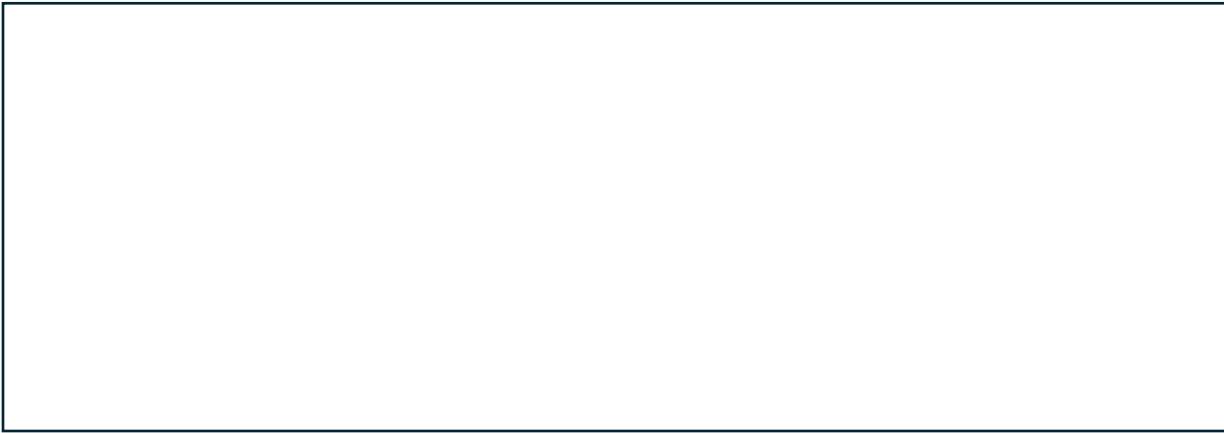
Explain why co-creation is being used:

Describe expected outcomes and evaluation plan:

3. Contract

Schedule (including check-ins, workshops, social events):

Roles, responsibilities, and governance:

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Budget and funding agreement:

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Checklist for Phase 1

1. Understanding (partners, context, values)	
Success discussed and noted	
Ethics discussed and noted	
Problems and interests discussed and noted	
Anticipated barriers discussed and noted	
Preferred methods for ongoing relationships discussed and noted	
2. What and why (of research)	
Problem/gap identified	
Roles noted and explained	
Expected outcomes and evaluation strategy noted	
Rationale for using co-creation identified and noted	
3. Contract	
Schedule set	
Roles and governance model set	
Approaches to conflict/schedule resolution discussed	
Budget and funding confirmed by all partners	

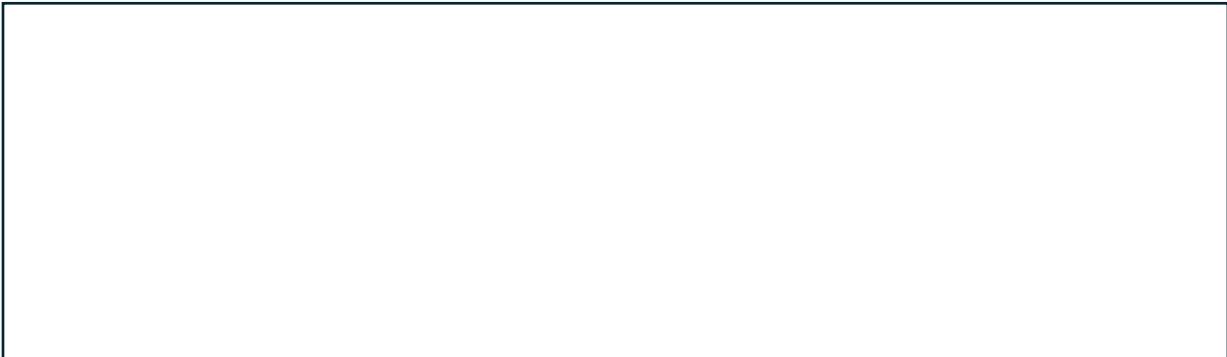
Phase 2: Design, Test, Iterate

Date, format, and who is in attendance:

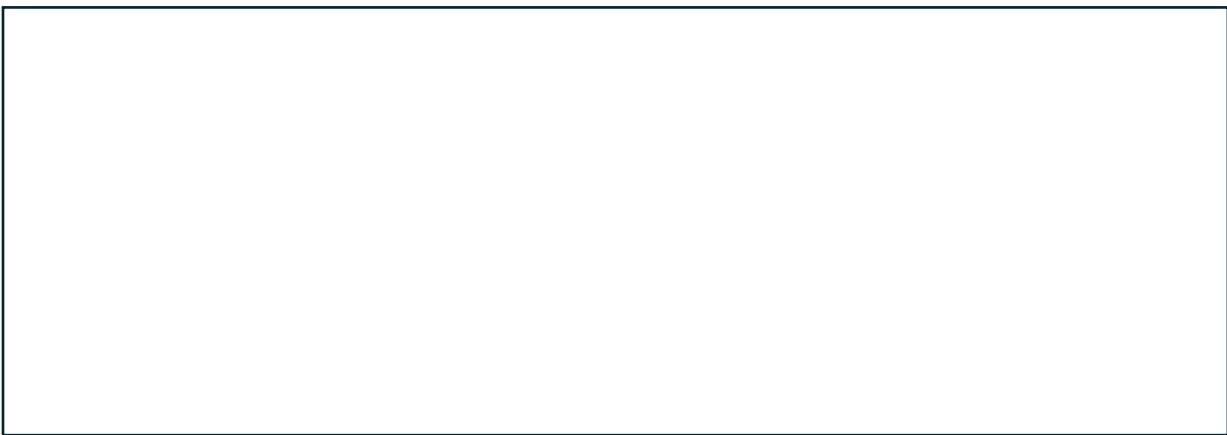
Describe progress since last check-in:

Challenges or unforeseen barriers (research-related):

Challenges or barriers (co-creation process):

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Felt successes or positive experiences:

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Phase 3: Evaluation

Did co-creation help partners feel heard, included, empowered? Explain:

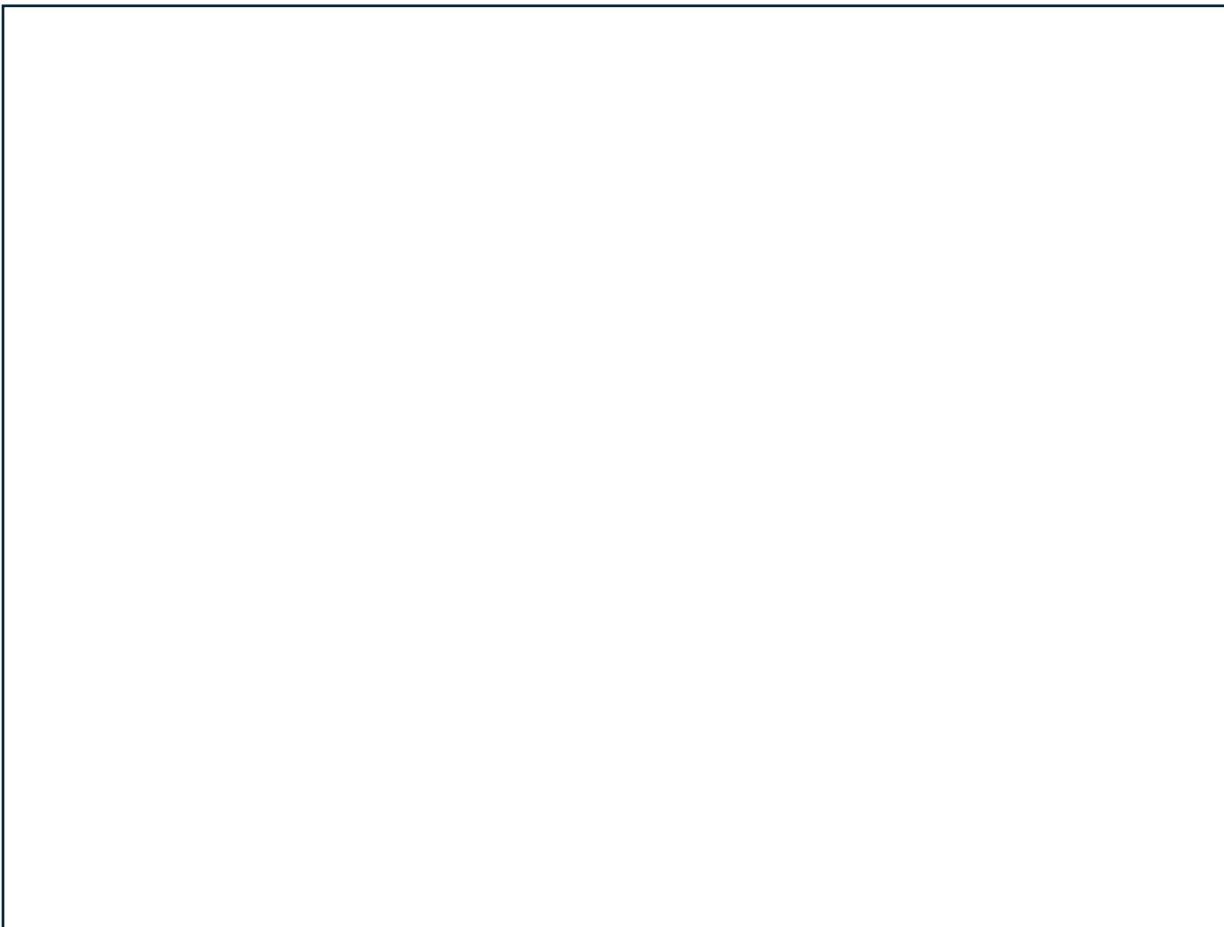
Did the research meet the definition of success identified in Phase 1?

What mechanisms of change or contextual factors emerged?

Intermediate impacts (implementation results):

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Distal or systemic impacts (policies, networks, long-term outcomes):

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