

Getting Ready

3. Phase 1 – Planning

Now that you've determined that a co-design approach is suitable for your community by using the Phase 1 – *Co-Design Checklist*, it's time to start planning the project and gain a thorough understanding of the community landscape and environment you're working in.

What is the purpose?

Be clear about the problem you are trying to solve/the challenge you are tackling with the project. Make sure you understand why you need to take action and can communicate that need.

Turn the problem/challenge into an opportunity with a '*How might we...*' question.

Example: Safeguarding Volunteering Project

What is the challenge? The Tasmanian volunteering sector is rapidly changing and if we continue on the same trajectory, in 2029 we will have a 42% gap between people willing to volunteer (supply) and the need for volunteers (demand).

The 'How might we' question: "*How might we* make sure there are enough volunteers to meet future demand in our community?"

Gather the data: What do we already know?

First, gather the information you already know about the topic.

Consider:

- International, national, state and local data and research
- Historical, future, and current trends/information
- Both positive and negatives that impact the situation

Use this information as your starting point to:

- gather information, data and evidence that supports the reason action is needed, and
- paint a picture of the current landscape.





What is the project scope?

It's important to identify what is within the project scope before engaging people on your co-design team. Revisit the scope throughout the project and realign it if you need to.

This includes having a sense of what is possible to implement/action because of political pressures, resources and budget limits.

Example: Safeguarding Volunteering Project

When discussing project scope, we identified that the end product (our Volunteer Sustainability Strategy) would aim to:

- Support local councils with their volunteer programs.
- Support local volunteer organisations.
- Encourage community members and council to work together.

Project timelines

Map out each of the five phases of co-design and the time each stage will need. Co-design can take longer than traditional project delivery because engagement and involvement of community sits at its core. While you'll have a plan to guide you, be prepared to be flexible and alter the timelines to make sure the project has the levels of engagement it needs to succeed. You may need to revisit some stages if you need to gather more information before moving to the next step.

Key stakeholders

Identifying the key stakeholders relevant for your project will help when building a co-design team and will also help when communicating the project outcomes and progress. When identifying stakeholders, be sure to look to the community as well as within your organisation.

Note which stakeholders need to be involved and which need to be informed – this may change as you move through the co-design phases.

Consider:

- Influencers
- Funders
- Partners
- Co-design team members
- End users

When you have developed a list of stakeholders, place them on a matrix like the one on the right to indicate the level and type of engagement and communication will need.

