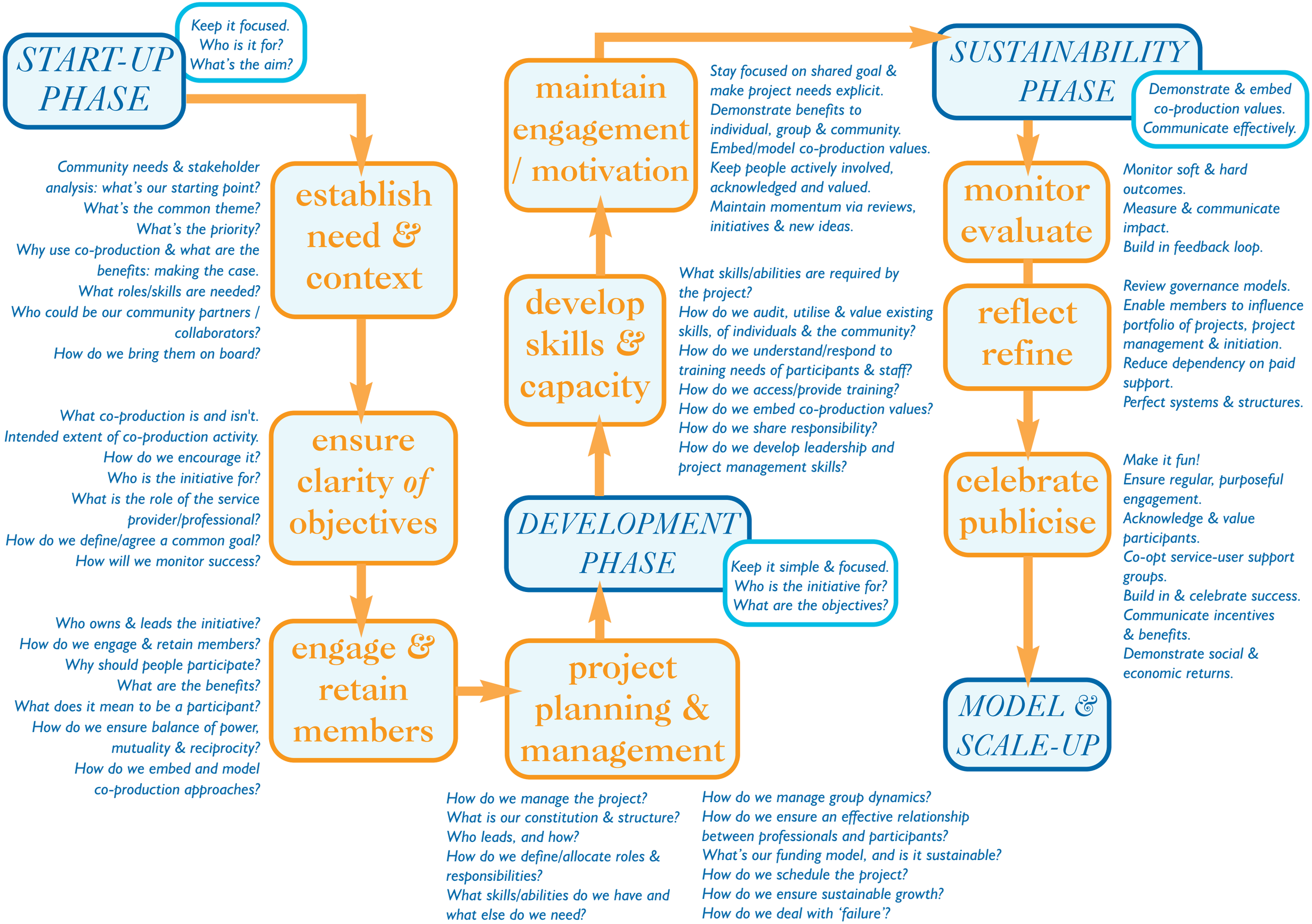
START-UP PHASE
Keep it focused.
Who is it for?
What's the aim?
establish need & context
Community needs & stakeholder analysis: what's our starting point?
What's the common theme?
What's the priority?
Why use co-production & what are the benefits: making the case.
What roles/skills are needed?
Who could be our community partners / collaborators?
How do we bring them on board?
ensure clarity of objectives
What co-production is and isn't.
Intended extent of co-production activity.
How do we encourage it?
Who is the initiative for?
What is the role of the service provider/professional?
How do we define/agree a common goal?
How will we monitor success?
engage & retain members
Who owns & leads the initiative?
How do we engage & retain members?
Why should people participate?
What are the benefits?
What does it mean to be a participant?
How do we ensure balance of power, mutuality & reciprocity?
How do we embed and model co-production approaches?
project planning & management
How do we manage the project?
What is our constitution & structure?
Who leads, and how?
How do we define/allocate roles & responsibilities?
What skills/abilities do we have and what else do we need?
How do we manage group dynamics?
How do we ensure an effective relationship between professionals and participants?
What's our funding model, and is it sustainable?
How do we schedule the project?
How do we ensure sustainable growth?
How do we deal with 'failure'?
DEVELOPMENT PHASE
Keep it simple & focused.
Who is the initiative for?
What are the objectives?
develop skills & capacity
What skills/abilities are required by the project?
How do we audit, utilise & value existing skills, of individuals & the community?
How do we understand/respond to training needs of participants & staff?
How do we access/provide training?
How do we embed co-production values?
How do we share responsibility?
How do we develop leadership and project management skills?
maintain engagement / motivation
Stay focused on shared goal & make project needs explicit.
Demonstrate benefits to individual, group & community.
Embed/model co-production values.
Keep people actively involved, acknowledged and valued.
Maintain momentum via reviews, initiatives & new ideas.
SUSTAINABILITY PHASE
Demonstrate & embed co-production values.
Communicate effectively.
monitor evaluate
Monitor soft & hard outcomes.
Measure & communicate impact.
Build in feedback loop.
reflect refine
Review governance models.
Enable members to influence portfolio of projects, project management & initiation.
Reduce dependency on paid support.
Perfect systems & structures.
celebrate publicise
Make it fun!
Ensure regular, purposeful engagement.
Acknowledge & value participants.
Co-opt service-user support groups.
Build in & celebrate success.
Communicate incentives & benefits.
Demonstrate social & economic returns.
MODEL & SCALE-UP