

EXPLORE THE PROBLEM & SYSTEM

Start with a well-defined problem (such as a development challenge or a policy issue) as well as a deep understanding of the institutional system around the problem.

STEP 1.1

DEFINE THE PROBLEM YOU'RE TRYING TO SOLVE.

What is the specific development challenge or policy problem you hope to address? **Why** is it important?

Environment: What factors contribute to the problem?

People: Who does it directly affect?

Current Problem Solvers: Who is already working on this issue?

At what **time intervals** are decisions about addressing this issue made by the Problem Solvers?

Existing solutions: What solutions, relevant to this problem, exist already?

STEP 1.2

INVENTORY AND UNDERSTAND THE GAPS

STEP 1.3

MAP ALL STAKEHOLDERS

THREE TYPES OF ACTORS TO CONSIDER:

- **COMMUNITIES:** The people who experience the problem directly, and interact with Problem Solvers.
- **PROBLEM SOLVERS:** The civil servants, NGO staff, front-line responders, and others on-the-ground.
- **POLICYMAKERS:** The people who have access to resources and control allocation

STEP 1.4

UNDERSTAND WHO WILL USE YOUR SOLUTION INNOVATION RESULTS

The communities who experience the problem directly, and the Problem Solvers who are responsible for addressing it.

STEP 1.5

IDENTIFY YOUR SOLUTION WISH LIST AND DEFINE YOUR HYPOTHESIS

CHECKPOINT A

GET THE PROJECT GREEN LIGHT

ASSEMBLE THE TEAM

STEP 2.1

Account For Five Key Responsibility Areas

1. Project Manager
2. Problem Solver (Or Domain Expert)
3. Data Holder(s)
4. Data Expert
5. Data Privacy & Legal Expert

II

STEP 2.2

Secure Support From Data Holder(s)

STEP 2.3

Find Your Data Expert

CREATE THE WORK PLAN

STEP 2.1

Develop A Concept Note

STEP 2.2

Ensure Data Protection And Privacy

STEP 2.3

Plan How To Measure And Share Your Results

III

CHECKPOINT B

Create A Proof-Of-Concept

CONCLUSION

Develop The Solution And Create A New Normal

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