

**HCD PHASES**

**Tip #1**

**Tip #2**

**Tip #3**

**Tip #4**

**Tip #5**

**Tip #6**

**Planning**

Create a plan to be shared and agreed upon with all partners that explicitly states what needs to be documented throughout the design process and the rationale for the documentation. This should be a plan created collaboratively with the design partner, implementing partner(s), and donor (if relevant) in order to ensure that the documentation tasks are helpful for ensuring shared clarity but not overburdensome on the design partner and process.

Draft a “protocol” that permits flexibility in the methods used in the design phase but that outlines the general process that the project will follow.

Create simple tracking tools that can be used by team members to easily document activities (who, what, where, when).

Develop a data analysis plan that documents how data will be collected, stored, synthesized, and used.

Create a theory of change (“program impact pathway”) that describes the change process that needs to occur in order to achieve the desired outcome.

**Research**

Document all insights identified from design research interviews with youth and key stakeholders.

Consider using digital tools like Mural or Miro to streamline documentation of the synthesis and ideation process.

Document the number of interviews, recruitment criteria, methods used, who participated, and their key demographics.

Keep track of the general number of ideas generated, the number of ideas that advanced to the prototyping phase, and those that were abandoned and why.

**Prototyping**

Map the insights identified in the research phase to the prototypes, as they are created, to ensure that justification for each prototype is documented and links to the needs of the youth.

Note the criteria by which the prototypes are selected and advanced through the cycles of iterative testing. It may also be useful to document prototypes that were not selected to advance in the event that the learnings are useful for future projects.

Make note of significant changes made to prototypes during iteration that helped to address any barriers or better meet the needs of the youth population of interest.

Document how many people each prototype was tested with and their relevant key demographics (e.g., age).

Document the key questions and assumptions that each prototype is seeking to test and explore.

Towards the end of the prototyping phase, evaluate the selected intervention against the theory of change. Document any iterations that need to be made to the theory of change based on prototype findings.

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**Implementation**

**Tip #1**

For the purpose of scalability, outline the steps to implement the intervention to ensure that it is implemented with fidelity by future project teams.

**Tip #2**

Make note of significant changes that are made to the intervention during implementation and justification for making the changes.

**Tip #3**

Document key barriers and facilitators to real-world implementation.

**Tip #4**

Define and document the terms of handover of the intervention from the design team to the implementation team that accounts for iterations.

**Evaluation**

Create a process evaluation plan to measure whether the intervention was implemented as intended, according to the original design of the intervention.

Whenever possible, engage with an evaluation team to plan intervention rollout in a way that can enable a robust evaluation.

Document how an HCD approach affected young peoples' (and other stakeholders') involvement on the project and HCD's impact on achieving ASRH outcomes.

Develop a diverse range of dissemination outputs (technical briefs, webinars, social media bursts, and videos) to share the process of developing the intervention and the impact it had on outcomes of interest.

## Links to relevant open-source resources (e.g. case studies, checklists, tools, trainings)

**The Future of Knowledge Management for FP/RH programs**

<https://knowledgesuccess.org/the-future-of-knowledge-management-for-family-planning-and-reproductive-health/>

**StoryEngine**

<https://storyengine.io/>

**A360 Minimum Design Standards Reference Tool**

[https://a360learninghub.org/wp-content/uploads/2019/05/Design-Standards\\_16-August.pdf](https://a360learninghub.org/wp-content/uploads/2019/05/Design-Standards_16-August.pdf)

**Building a Report - Sharing Back Findings From a Human-Centered Design Process**

<https://drive.google.com/file/d/1v5MN4rmLX5IOcvOIRV9BOebh4CLHVIS3/view>