

Planning and acting. Co-producing a co-production plan with embedded evaluation

Template 1

Please populate this template when setting up a project, working to embed co-production principles and when developing your evaluation practices. For suggestions to help you complete this template, please see page 27 of the Measuring Success in Co-Production: Learning by Doing, Reflective Learning Resource.

Our shared goals for this co-production project are:

What do we want to learn about the project and outcomes at the end (a clear purpose)?

What do we want to learn about the process during (monitoring) and at the end of (evaluation) the co-production journey?

Value: what do we want/think the benefits (impacts) of the project will be and when?

For individuals:

For organisations:

For wider impacts or society:

Our co-production approach is based on (our shared definition)

Learning by Doing and Monitoring Impacts

When (and how often) will you look at this plan? Who will look at it?

What do we think the benefits are now (insert time point here)?

How do you need to adjust?

Identifying action points during your co-production project

Template 2

Please populate this during your project to help you identify learning and action points. For suggestions to help you complete this template, please see page 28 of the Measuring Success in Co-Production: Learning by Doing, Reflective Learning Resource.

	WHAT CONDITIONS do we want to prioritise for our situation/ context?	WHAT can we DO to help to optimise the conditions?	HOW are we ACTING to ensure equity, equality, diversity and inclusion are embedded?	HOW will we COLLECT information? WHEN will we ANALYSE them?	HOW (and WHO) will ANALYSE the information?
Setting up and embedding co-production principles* and evaluation practises					
Building and maintaining relationships**					
Inclusion and respecting and enabling all skills, knowledge and experience					
Multiple impacts – value and benefit for all**					
Refecting/adapting**					

*Using principles/approach you have agreed to with your co-production group
**Principles used by Co-production Collective (adapted from National Institute for Health and Care Research, 2024)