

## 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 IN-NOVATION 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

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### 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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