CODESIGN TOOL:

(Re)Centering

At the core of successful codesign is the team's ability to establish and work towards a common goal and to be transparent about the resources available to them when making decisions – we frame this as "centering" the work around opportunities and assets. This tool has two purposes: to help the team initially establish these parameters for the project (centering the work) and then to help them stay on course or course-correct as needed (re-centering). This means that at each major decision point, the team should collectively reflect on the implications of their decisions.

Using this tool

The first time the team uses this tool is during **Stage 2: Focus and Scope**.

Afterward, the tool should be used after *each stage* to keep the team on track. Ideally, this tool would be discussed together at the end of a meeting to ensure the team is ready to move forward. It could also be used as a post-meeting assignment, with the facilitator collecting responses and reporting back to the team the results, which should help make decisions about moving forward or pausing to re-evaluate choices.
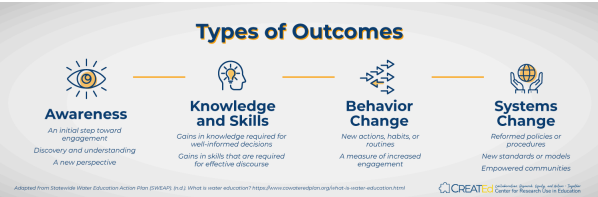
When you work through these questions, it is important that the team members are:
- Comfortable sharing concerns
- Transparent about time, resources, and commitments
- Willing to take a step back and revisit choices, even if that means more work

	Initial Questions for Team (Stage 2)	*Questions for Subsequent Stages*	*Decision at Subsequent Stages...*
🙌 Needs	**Who is your audience and what are the needs of this audience that your work will meet?** Refer to the team's sensemaking worksheet and the audience activity as a starting point.	***Stage 3*** *Does our decision(s) still address the need we identified?* ☐ *Yes, we have considered this* ☐ *Maybe not* *Describe any remaining concerns:*	☐ *Go back a step to adjust our decision* ☐ *Revise our stated need* ☐ *Keep going*
		Stage 5 *Does our decision(s) still address the need we identified?* ☐ *Yes, we have considered this* ☐ *Maybe not* *Describe any remaining concerns:*	☐ *Go back a step to adjust our decision* ☐ *Revise our stated need* ☐ *Keep going*
		Stage 7 *Does our decision(s) still address the need we identified?* ☐ *Yes, we have considered this* ☐ *Maybe not* *Describe any remaining concerns:*	☐ *Go back a step to adjust our decision* ☐ *Revise our stated need* ☐ *Keep going*

		Stage 8 Does our decision(s) still address the need we identified? ☐ Yes, we have considered this ☐ Maybe not Describe any remaining concerns:	☐ Go back a step to adjust our decision ☐ Revise our stated need ☐ Keep going

Goals

What outcome do we hope to achieve through this work?

Set a goal to achieve an outcome, such as increasing awareness or changing behavior. Consider the outcomes illustrated in the figure below.

Types of Outcomes

Stage 3

Is our decision(s) still aligned to the goals we set?

☐ Yes, we have considered this
☐ Maybe not

Describe any remaining concerns:

☐ Go back a step to adjust our decision
☐ Revise our stated goals
☐ Keep going

Stage 5

Is our decision(s) still aligned to the goals we set?

☐ Yes, we have considered this
☐ Maybe not

Describe any remaining concerns:

☐ Go back a step to adjust our decision
☐ Revise our stated goals
☐ Keep going

Stage 7 *Is our decision(s) still aligned to the goals we set?* ☐ *Yes, we have considered this* ☐ *Maybe not* *Describe any remaining concerns:*	☐ *Go back a step to adjust our decision* ☐ *Revise our stated goals* ☐ *Keep going*
Stage 8 *Is our decision(s) still aligned to the goals we set?* ☐ *Yes, we have considered this* ☐ *Maybe not* *Describe any remaining concerns:*	☐ *Go back a step to adjust our decision* ☐ *Revise our stated goals* ☐ *Keep going*

CREATEd   *Collaboration, Research, Equity, and Action - Together*
Center for Research Use in Education

| **In what ways are we attending to and addressing equity and inclusion in this work?**
Consider equity and inclusion in terms of goals but also our own processes and decisions. | *Stage 3*
Does our decision(s) continue to address equity in the way we intended?
☐ *Yes, we considered this.*
☐ *Maybe not*

Have we considered additional equity implications of this work?
☐ *Yes, we considered this.*
☐ *Maybe not*

Describe any remaining concerns: | ☐ *Go back a step to adjust our decision*
☐ *Add or revise equity implications for our work*
☐ *Keep going* |
| | *Stage 5*
Does our decision(s) continue to address equity in the way we intended?
☐ *Yes, we considered this.*
☐ *Maybe not*

Have we considered additional equity implications of this work?
☐ *Yes, we considered this.*
☐ *Maybe not*

Describe any remaining concerns: | ☐ *Go back a step to adjust our decision*
☐ *Add or revise equity implications for our work*
☐ *Keep going* |

Equity

		Stage 7 Does our decision(s) continue to address equity in the way we intended? ☐ Yes, we considered this. ☐ Maybe not Have we considered additional equity implications of this work? ☐ Yes, we considered this. ☐ Maybe not Describe any remaining concerns:	☐ Go back a step to adjust our decision ☐ Add or revise equity implications for our work ☐ Keep going
		Stage 8 Does our decision(s) continue to address equity in the way we intended? ☐ Yes, we considered this. ☐ Maybe not Have we considered additional equity implications of this work? ☐ Yes, we considered this. ☐ Maybe not Describe any remaining concerns:	☐ Go back a step to adjust our decision ☐ Add or revise equity implications for our work ☐ Keep going
	What will success look like? How will we know if our work has an impact?	**Stage 3** Does our plan for assessing impact still make sense? ☐ Yes ☐ Maybe not If not, what concerns do we have:	☐ Go back a step to adjust our decision ☐ Revise our plan to assess impact ☐ Keep going

Impact

		Stage 5 Does our plan for assessing impact still make sense? ☐ Yes ☐ Maybe not If not, what concerns do we have:	☐ Go back a step to adjust our decision ☐ Revise our plan to assess impact ☐ Keep going
		Stage 7 Does our plan for assessing impact still make sense? ☐ Yes ☐ Maybe not If not, what concerns do we have:	☐ Go back a step to adjust our decision ☐ Revise our plan to assess impact ☐ Keep going
		Stage 8 Does our plan for assessing impact still make sense? ☐ Yes ☐ Maybe not If not, what concerns do we have:	☐ Go back a step to adjust our decision ☐ Revise our plan to assess impact ☐ Keep going

Team	*What perspectives, experiences, and spheres of influence are represented on your team?*	**Stage 3** *Does our plan leverage the expertise and influence of our team?* ☐ *Yes, we considered this.* ☐ *Maybe not* *Are additional team members or partners needed to carry out these plans?* ☐ *Yes* ☐ *No, we need additional team members.* *Describe any concerns:*	☐ *Go back a step to adjust our decision* ☐ *Identify and recruit new team members* ☐ *Keep going*
		Stage 5 *Does our plan leverage the expertise and influence of our team?* ☐ *Yes, we considered this.* ☐ *Maybe not* *Are additional team members or partners needed to carry out these plans?* ☐ *Yes* ☐ *No, we need additional team members.* *Describe any concerns:*	☐ *Go back a step to adjust our decision* ☐ *Identify and recruit new team members* ☐ *Keep going*

		Stage 7 *Does our plan leverage the expertise and influence of our team?* ☐ Yes, we considered this. ☐ Maybe not *Are additional team members or partners needed to carry out these plans?* ☐ Yes ☐ No, we need additional team members. *Describe any concerns:*	☐ Go back a step to adjust our decision ☐ Identify and recruit new team members ☐ Keep going
		Stage 8 *Does our plan leverage the expertise and influence of our team?* ☐ Yes, we considered this. ☐ Maybe not *Are additional team members or partners needed to carry out these plans?* ☐ Yes ☐ No, we need additional team members. *Describe any concerns:*	☐ Go back a step to adjust our decision ☐ Identify and recruit new team members ☐ Keep going
Time	**How much time can you spend on your solution?** ● *What is the timeline for the project and how flexible is that timeline?* ● *How much time can team members spend outside of meetings on this work?*	**Stage 3** *Do our plans reflect time constraints of the team and team members?* ☐ Yes, we considered this. ☐ Maybe not *Describe any concerns:*	☐ Go back a step to adjust our decision ☐ Adjust timeline ☐ Adjust effort/scope to reflect team members' time constraints and make note of what changed

			☐ *Keep going*
💲 **Cost**	***What is your budget? What other resources might be available?***	**Stage 3** *Are our plans within the budget for this project?* ☐ *Yes, we considered this.* ☐ *Maybe not* *Describe any concerns:*	☐ *Go back a step to adjust our decision* ☐ *Adjust budget* ☐ *Find additional funding* ☐ *Keep going*
		Stage 5 *Are our plans within the budget for this project?* ☐ *Yes, we considered this.* ☐ *Maybe not* *Describe any concerns:*	☐ *Go back a step to adjust our decision* ☐ *Adjust budget* ☐ *Find additional funding* ☐ *Keep going*
		Stage 7 *Are our plans within the budget for this project?* ☐ *Yes, we considered this.* ☐ *Maybe not* *Describe any concerns:*	☐ *Go back a step to adjust our decision* ☐ *Adjust budget* ☐ *Find additional funding* ☐ *Keep going*

| | | **Stage 8**
Are our plans within the budget for this project?
☐ *Yes, we considered this.*
☐ *Maybe not*

Describe any concerns: | ☐ *Go back a step to adjust our decision*
☐ *Adjust budget*
☐ *Find additional funding*
☐ *Keep going* |
| ✂
Talent/Skill | **What talents and skills can your team apply to this challenge?** *List specific capabilities here (e.g. writing, graphic design, video editing, editing, anything that might be useful!)* | **Stage 3**
Do our plans match our team's talents and skills?
☐ *Yes, we considered this.*
☐ *Maybe not*

Are additional team members needed to carry out these plans?
☐ *Yes _____*
☐ *Maybe not*

Describe any concerns: | ☐ *Go back a step to adjust our decision*
☐ *Identify and recruit new team members*
☐ *Keep going* |

		Stage 3 *Do our plans match our team's talents and skills?* ☐ Yes, we considered this. ☐ Maybe not *Are additional team members needed to carry out these plans?* ☐ Yes _____ ☐ Maybe not *Describe any concerns:*	☐ *Go back a step to adjust our decision* ☐ *Identify and recruit new team members* ☐ *Keep going*
		Stage 7 *Do our plans match our team's talents and skills?* ☐ Yes, we considered this. ☐ Maybe not *Are additional team members needed to carry out these plans?* ☐ Yes _____ ☐ Maybe not *Describe any concerns:*	☐ *Go back a step to adjust our decision* ☐ *Identify and recruit new team members* ☐ *Keep going*

		Stage 8
		Do our plans match our team's talents and skills?
		  ☐ *Yes, we considered this.*
		  ☐ *Maybe not*
		
		Are additional team members needed to carry out these plans?
		  ☐ *Yes* _____
		  ☐ *Maybe not*
		
		Describe any concerns:
			☐ *Go back a step to adjust our decision*
			☐ *Identify and recruit new team members*
			☐ *Keep going*