



# Agile Rollout Completion Guide

Group: \_\_\_\_\_

Use this guide to design your Agile Rollout Plan. Each section offers essential questions to consider helping you determine how to best complete your plan.

Who are we helping?

Questions to consider:

- Who is impacted by the issue your group is tackling?
- For whom or what are you solving the problem?
- Who among them could you best help?
- Who stands the most to gain? To lose?
- Who beyond the target population could benefit?
- What are the possible spillover effects? Who stands to be affected by them?

Who do we need to involve that is in the room?

Who do we need to involve that isn't in the room?

Potential Partners in the Room:

- Who has a proven track record of execution and collaboration?
- Who could help bring the initiative to scale, if that is the goal?
- Do certain players have a unique voice or perspective? Who has credibility and clout? Who would be noticeable by their absence?
- What relationships do you already have with each other?
- Who has the assets, money, infrastructure, intellectual property, or other resources necessary to succeed?

Target Population:

Consider:

- How does the sprint relate to those impacted by the overall Issue(s) to Solve?
- What could you require of the Target Population for them to participate in this sprint?
- What do you know about Target Population demographics? Are these attributes likely to remain stable or change over the course of the initiative?

Potential Partners:

Consider who outside the partnership could support it, even if they don't play a direct role? Who by their absence could stymie it? Typical supporters include:

- Donors: Willing to provide funding without a direct role
- Observers: Interested but not yet ready to participate
- Oversight body: regulator, standard-setter, or other governing organization that cannot/should not formally participate.
- Restricted players: Prevented by their own rules from directly participating but can help or observe.

## How might you field and test something in the next 30-90 days?

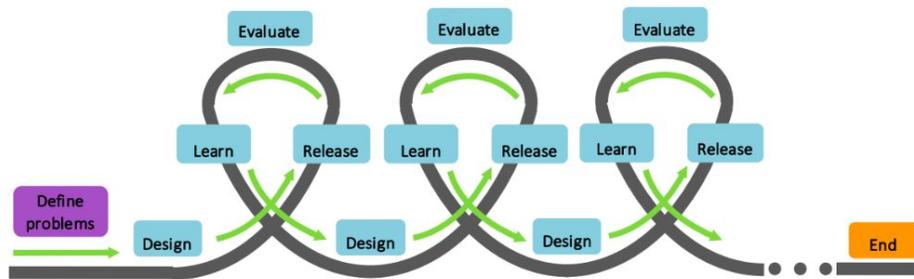
Timeframe	Outcome /value the prototype creates	Which objective or activity does it help fulfill? What benefits does it create and for whom?	How will you test this prototype?
<p>Define a specific length of time (30, 60, 90 days) in which you will test your idea</p> <ul style="list-style-type: none"> <li>• Which outputs are more long term?</li> <li>• Which Outputs could benefit from being introduced after other Outputs?</li> </ul>	<p>When organizing work, each collaborative team sets its own outcomes that align with the overarching collective objectives.</p> <p><u>These outcomes should follow the S.M.A.R.T. system:</u></p> <p><u>Specific:</u> Specify precisely what value the outcome will provide, who does the work, and who benefits. Using only one action verb per outcome is preferred.</p> <p><u>Measurable:</u> Outcomes are testable propositions that can be measured against a defined target.</p> <p><u>Assignable:</u> Outcomes are clearly assigned to a responsible party or parties.</p> <p><u>Realistic:</u> Outcomes are attainable within the given time frame and resources allotted.</p> <p><u>Time-based:</u> Outcomes include a timeframe for completion.</p>	<p>Explain how the outcome aligns with your overall objectives and planned activities.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• What are the unique results this could produce?</li> <li>• What does it look like when the problem is solved?</li> <li>• What value could you deliver to the Target Population?</li> </ul>	<p>Most project teams can effectively predict what <u>might</u> happen in the next 90 days and create experiments to test their ability to meet their overall objectives during that timeframe.</p> <p><u>Consider:</u></p> <ul style="list-style-type: none"> <li>• Where will you obtain the data for the Indicators?</li> <li>• Who will be responsible for gathering the data?</li> <li>• Is someone already gathering the data you need? Does it already exist somewhere?</li> </ul>

Tip 1: Prioritization is essential for multi-stakeholder collaborations to remain effective. It is the responsibility of the collaborators to enforce priorities, which will entail de-prioritizing tasks as necessary.

## How will you continue to roll out your plan in “sprints” (similar to the above) over the next 12 months?

Think about your long-term goals, break your work plan down into “design sprints” with deliverables due in three to six-month increments.

Timeframe or Sprint Date	Deliverables	Soft or Hard Outcome	
<p><b>Start Date:</b> When will the partnership start work on producing prioritized Outputs?</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• What are the unique results the partnership could produce?</li> <li>• What does it look like when the problem is solved?</li> <li>• What value could you deliver to the Target Population?</li> </ul>	<p><b>Soft Outcomes:</b> Informal activities, processes, and mechanisms that indirectly address the problem to be solved.</p> <p><u>Internal example:</u> <i>Memorandum with recommendations to Core team</i></p>	<p><b>Hard Outcomes:</b> Formal activities, processes, and mechanisms that result in directly addressing the problem to be solved.</p> <p><u>Internal example:</u> <i>Downloadable training manuals for use by members</i></p>
<p><b>Testing Date(s):</b></p> <ul style="list-style-type: none"> <li>• When will the first round of prioritized Outputs go out for testing?</li> <li>• Will there be a second, third, or fourth round? More?</li> </ul>	<p><b>Outputs:</b></p> <ul style="list-style-type: none"> <li>• What can we produce that provides real, verifiable value to the target population while taking the minimum time, effort, and cost to develop?</li> <li>• What can we pilot test or disseminate to early adopters?</li> </ul>	<p><u>External example:</u> <i>MOU with an airline to provide guidance on the training of airline employees</i></p>	<p><u>External example:</u> <i>New training program</i></p>
<p><b>Design Sprint End Date:</b></p> <ul style="list-style-type: none"> <li>• When will the activities for the prioritized outcomes be launched?</li> <li>• Design Sprint End Dates are fixed and cannot be pushed back.</li> </ul>	<ul style="list-style-type: none"> <li>• What will we learn from tests, and how will we refine our outputs based on the results?</li> <li>• How can we maximize the information learned per amount spent?</li> </ul>		



**Tip 2:** Use this diagram of the design sprint process to help visualize and design your 'sprints' while incorporating learning and evaluation into the process. This will maximize learning through iteration.

### How will you incorporate impact measuring, evaluating, adapting, and learning into the sprint process?

Activity	Output/Outcome	Evaluation and Learning method
Fill this box with actions and steps you plan to take toward your generate outputs and achieve outcomes	Fill this box with the same Outputs you selected in the Deliverables and Outcomes in previous sections	<p>Adopting an iterative design and implementation process maximizes the amount of information learned about the target populations per time spent, leading to better outcomes.</p> <p>Groups should adopt a process in which to gather feedback, analyze and learn from the data, and incorporate it into the next iteration of the design. This process is also known as “rapid prototyping”.</p>

### Measure of Success

How will you determine the key measure for success?

- Are these measures quantitative or qualitative?
- What data can you viably measure, collect, and analyze?
- What kinds of indicators will be useful?

Types include:

- Standard: Used primarily for reporting purposes, defined by the donor or other overseeing bodies.
- Custom: Used to measure progress toward results within the program location and context.
- Contextual: Used to understand the broader environment in which the partnership operates to track assumptions or identify externalities.

## How might you assess progress and incorporate pivots into your work as you go?

Insert the activities you developed above and then think through the observable, measurable changes and tangible products/services we might deliver in service of the goal and objective.

	Activities	Outputs	Objectives
	<p>Fill this box with actions and steps you plan to take to generate outputs and achieve objectives</p>	<p>Fill this box with the output you can test in ‘sprints’</p> <ul style="list-style-type: none"> <li>• What can we produce that provides real, verifiable value to the target population while taking the minimum time, effort, and cost to develop?</li> <li>• What can we pilot test or disseminate to early adopters?</li> <li>• What will we learn from tests, and how will we refine our outputs based on the results?</li> <li>• How can we maximize the information learned per amount spent?</li> </ul>	<p>Fill this box with objectives for your ‘sprints’</p> <ul style="list-style-type: none"> <li>• What are the unique results the partnership could produce?</li> <li>• What does it look like when the problem is solved?</li> <li>• What value could you deliver to the Target Population?</li> </ul>
Indicators/measures of success	<p>What kinds of indicators will be useful? Types include:</p> <ul style="list-style-type: none"> <li>• <u>Standard</u>: Used primarily for reporting purposes, defined by the donor or other overseeing bodies.</li> <li>• <u>Custom</u>: Used to measure progress toward results within the program location and context.</li> <li>• <u>Contextual</u>: Used to understand the broader environment in which the partnership operates to track assumptions or identify externalities.</li> </ul>		
Flexibility/Adaptability	<p>Consider Flexibility/Adaptability for Activities:</p> <ul style="list-style-type: none"> <li>• What sort of challenge does this activity pose?</li> <li>• Is the problem clear? Or does it require more learning?</li> </ul>	<p>Consider Flexibility/Adaptability for Outputs:</p> <ul style="list-style-type: none"> <li>• Does the activity require establishing a partnership?</li> <li>• Must you include multiple stakeholders to generate outputs or achieve an outcome?</li> </ul>	<p>Consider Flexibility/Adaptability for Objectives:</p> <ul style="list-style-type: none"> <li>• Is the solution clear or does your activity move toward learning more about possible solutions?</li> </ul>