

## Co- production Activity Checklist

This checklist is intended to be used as a tool to support you to implement the co- production toolkit for wider co- production activities.

Stage	Check	Status (yes/no/needs more time)
Before Starting	We are clear about the parameters of the decision- making participants can have in this project	
	We have read through the Co-production Toolkit and familiarised ourselves with the values and principles of co- production	
	We are ready and prepared to communicate with people what is "in scope" and "out of scope" for their decision making or involvement	
	We have thought about, and decided who we need to work with on the co- production: an established group? a universal or mixed group? a targeted group in age, interest or need? a specially recruited group?	
	We have a view about how we think people can contribute and know this will change as we shape the co-production with these people	
	We have the budget/time/resources in place to support people's involvement	
	We have considered the ladder of co- production and where our piece of work will sit	
	We have reviewed our Reward and Recognition Policy	
	Documents to consider completing: <a href="#">stakeholder mapping</a> , co- production activity checklist, Co-production Toolkit	
Getting Started	We are prepared with a clear message about what we want to do and why and what the benefits are; do you need to create comms to get people involved (see Call to Action Poster Guidance)	
	We have a clear and appropriate way of communicating this message to the people we want to work with	
	We are considering all stakeholders different needs in terms of access, communication, mobility, availability, language, culture etc	
	We are clear about how we are able to reward and/or remunerate people (not always financial) and have sent them the Reward and Recognition Policy/letter in advance (if applicable)	
	Documents to consider completing: Terms of Reference, Induction or training materials, recruitment materials, stakeholder mapping, communication plan, reward & recognition letter <a href="#">and impact to benefits</a> , Call to Action Poster Guidance	

<b>During co-production activities</b>	We have all the materials prepared to make the experience accessible, engaging and interactive. We are avoiding jargon. Everyone has the right information at the right time.	
	We are sharing power equally, all voices are being heard, we are valuing the "lived experience"	
	We are ensuring someone is facilitating as well as recording activities and what is created through them	
	We are giving regular feedback on how participants views and work have influenced and changed strategy and delivery	
	We have signed consent for photos, films, use of quotes	
	Together we have agreed how to measure and record impact	
	Documents to consider completing: co- production plan, per event participation feedback forms, evaluation and learning outcomes and measurement agreed, reward and recognition forms	
<b>Towards the end and throughout</b>	We are prepared to really reflect on our experience - what we did well? What we could have done better? What we learned?	
	We have identified outcomes and any unmet need and have a plan to take these forward	
	At the end we have shared the final feedback/outcomes with participants as well as next steps – do we need a celebration event to thank everyone and promote our work?	
	We have rewarded participants for their involvement (not always financial)	
	Documents to consider completing: final report, evaluation forms, feedback letters/email/communications	

Does this feel complicated to do? Well, you are not alone, speak to one of our [co-production experts](#) who can help you.