**FRAMING THE PROCESS**

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| **What?**  Select the practice you wish to focus on | *What do you want to focus on? An experience, promising practice, good practice? Is it part of a project or programme, or about a process, a specific practice or methodology, a partnership…?* |
| **Why?**  Define the purpose of the documentation process and expected results | *Why do you want to document this good practice? To reflect and improve the efficiency of your work? To advocate? To produce and share knowledge? To generate change (adopting, adapting and scaling-up the practice)?*  *What are your specific objectives?*  *Is your objective measurable? How will you check if you have reached your objective?* |
| **Who for?**  Understand the needs of your target audience | *Who is your targeted audience who will read/learn about your good practice?*  *If you have different target audiences, which one is your first priority (colleagues, donors, research institutes, private sector, policy makers, etc.)?*  *What are their interests and information needs concerning your subject?*  *Where do they usually get the information they need (internet, meetings, newsletters…)?* |
| **With whom?**  Identify the stakeholders who will participate in the documentation process | *Who will be participating in the process of documenting the good practice (directly and/or indirectly)?*  *Project staff, implementation partners, project beneficiaries, government authorities..?* |
| **When?**  Set a time frame for the documentation process | *When is the most favourable time to start the documentation process? And for when do you wish to finalize the good practice documentation?* |