

To-do list

In short

In this working method, you map the roles and tasks the participants in the project can and want to take on, and who or what they need in doing so.

Output

After this workshop, you have an overview of the different tasks and the division thereof between the different participants.

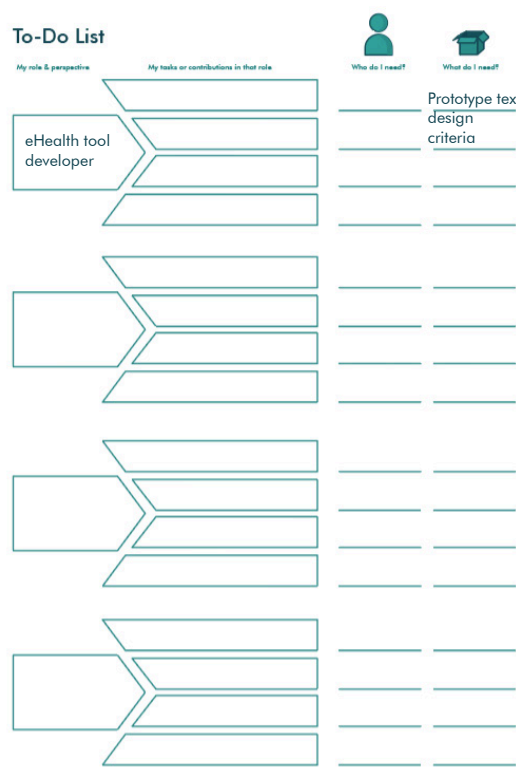
Approach



On the basis of the proposal presented, everyone makes a to-do list individually:

- one page per person: write down which roles you could take on in the research project and which perspective you represent in doing so;
- then, draw up and complete three columns: 1) my roles, 2) my tasks or contributions in that role, and 3) who and what I need to successfully fulfil that role;
- gather the different to-do lists and collectively see where the overlap is, and who or what is missing.

Example

A fictional example of this working method follows below. Frank is involved in a project as an eHealth application developer. During the to-do list workshop, he has mapped his needs.



To-Do List		
My role & perspective	My tasks or contributions in that role	Who do I need? / What do I need?
eHealth tool developer	[Task area]	Prototype text design criteria
[Empty role box]	[Task area]	[Empty needs area]
[Empty role box]	[Task area]	[Empty needs area]
[Empty role box]	[Task area]	[Empty needs area]

Tips for the manager

- Prepare different possible roles and tasks, so you can help participants get started.
- Hold a preliminary meeting with each participant and discuss their expectations and role.

Bases

- CAYR is based on the principle that everyone can contribute equally and may provide an equal contribution, and that everyone's voice is heard and taken into account. Regardless, there are different interests involved in the project, differences in knowledge (experience and/or expertise) and/or power (positions, roles, influences), or a difference in social and organisation background may apply, and so on and so forth (Smeenk, Köppchen & Bertrand, 2018). However, these differences serve a purpose and should be complementary.
- The working methods provides support in mapping the role of each person involved and the related tasks, connecting individuals by describing the different dependencies and needs.

Materials

- Pens/markers
- To-do list per person



To-Do List



My role & perspective

My tasks or contributions in that role

Who do I need?

What do I need?
