



## Template for recording responses

Name of innovation project

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Date of discussion

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People present / roles

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# Needs Analysis

Y1A

What opportunities did/do you hope to create by launching your innovation project?

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Y2A

What evidence helped you to identify the need to be innovative?

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Y3A

Explain your innovation project as a formula, which logically connects the things you are doing and planning to the changes you want to make.

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**Why is this important?**

The questions in this section are designed to support discussion about your motivation to embark upon an innovation project, and to test the security of the logic for the approach you have chosen. **Q's 1 and 2** require you to be explicit about and to specify the changes you want to make. **Q3** invites you to explore your 'theory of action'; the logic behind why you have chosen to address your needs in the design of your project. Having this discussion enables you to ensure that all the key players have a secure and common understanding of what it is you are trying to achieve and to agree the best available way of going about it.

**Y1B**

Have there been changes to the way you conceptualise the problem/opportunity? What do you understand better or differently now?

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**Y2B**

How widely and deeply understood is your evidence? How could you present and use it to build ownership of the need for radical change?

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**Y3B**

How confident are you that the left-hand side of your formula 'adds up' to the right, ie that the means you have chosen will deliver the end you need? Are all the variables here? Are all the variables under your control? Who else might you need to involve to guarantee success?

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# Charting progress

G1A

What is your baseline? Name the 3 most important sources of evidence for establishing your starting points.

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G2A

What are your success criteria? Name the evidence sources that you are using to monitor progress against the 3 most important success criteria you have chosen.

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G3A

What have been the most challenging moments in your innovation project so far? Agree your 3 most challenging moments and record them here.

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**Why is this important?**

Your innovation project may be big, strategic and radical, making it difficult to measure and monitor your progress towards your goals. But if you don't have a way of showing that you are making headway, it can start to feel as if you are getting nowhere after the initial burst of energy and enthusiasm that launching a new project creates. The questions in this section are designed to help you to identify the key indicators that are important to you in your innovation project at the beginning as a baseline (**Q1**), and then later as success criteria (**Q2**). **Q3** invites you to learn from your own problem-solving history by reflecting on any barriers you have encountered so far and how you have overcome them.

**G1B**

What are proving to be the 3 most useful forms of support? Is there anything else that you need that is not currently available to you?

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**G2B**

With whom have you been able to connect? Who else needs to understand the innovation better? What other ways might you have chosen to engage different groups?

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**G3B**

What was it about the high moments that released your energy? How can you recreate this sense of opportunity and engagement for others?

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**Why is this important?**

The questions in this section are designed to help you to evaluate the extent to which your innovation project is likely to be sustainable. Many innovation projects are designed and launched by a small group of imaginative and risk-confident leaders, who then struggle to bring onboard colleagues who are needed to provide the capacity to deliver the outcomes. **Q1** requires you to identify the specialist input – outside-in support – available to your project, and to think about whether you are getting everything you need. **Q2** is about building understanding and ownership of your innovation project, and **Q3** encourages you to think about succession planning.

**B1B**

What are proving to be the 3 most useful forms of support? Is there anything else that you need that is not currently available to you?

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**B2B**

With whom have you been able to connect? Who else needs to understand the innovation better? What other ways might you have chosen to engage different groups?

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**B3B**

What was it about the high moments that released your energy? How can you recreate this sense of opportunity and engagement for others?

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You have now successfully completed The Innovation Unit Self Evaluation Activity for your innovation project.

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