

CoAct Method Submission Template for the CSS Toolkit

1. **Method title (75 characters max):** Citizen Social Science Project Roadmap for Co-Evaluation
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3. **Organization:** ZSI - Center for Social Innovation
4. **Related step from the research cycle:** All: Project design through dissemination, including co-evaluation
5. **Related topic from the research cycle:** Co-evaluation
6. **Keywords (3-5):** Co-evaluation, Co-design, Project coordination, Project management
7. **Time needed:** 1-3 hours
8. **Group size:** 5-10 people
9. **Materials:**

Basic (room, chairs, tables, flipchart, markers, paper) and/or Technical (computers, Wi-Fi, camera, projector, sound system, smartphone, printers and scanners)

10. Short description of the method (750 characters max):

The Citizen Social Science Project Roadmap depicts the different phases of a project and defines for each of the phases the stakeholders involved, the activities planned, and the co-evaluation tasks to be undertaken. As Citizen Social Science is an approach that demands a lot of flexibility, the CSS Project Roadmap must continuously be updated. As such, it is best implemented in a mutable way.

11. Aim: What is the aim of this method?

The Citizen Social Science Project Roadmap helps different project actors continuously and iteratively plan their project activities and align them with concrete co-evaluation activities. It is especially helpful in cases where different organizations or a larger group of actors collaborate in the evaluation of a project.

12. Who to involve: Who does this method involve?

As the Citizen Social Science Project Roadmap functions as a project management tool, it should be maintained by people with management responsibility. However, the concrete contents, tasks and activities should be co-designed with co-researchers as far as possible.

13. Further materials: Are there any further materials? Briefly describe the use of the above listed materials and/or include any additional, specific information that users may need.

This method can either be implemented online or in a physical setting.

In online spaces, a shared digital whiteboard is needed where the Citizen Social Science Project Roadmap template is prepared for participants to work on together. Additionally, communication software for online calls is essential. [Computers/smartphones, digital whiteboard, communication software]

For physical meetings, the Citizen Social Science Project Roadmap needs to be printed or drawn on a flipchart. Ideally, the templates will be filled with sticky notes, but it is possible to write directly into the open spaces themselves. [Printer, flipchart, markers, papers, sticky notes/cardboard cards, room, tables]

14. Step-by-step: What are the individual steps of this method? (list the actions to apply this method).

The Citizen Social Science Project Roadmap is a tool for organizing and keeping an overview of a process. As such, it is best employed from the very beginning and updated regularly to document any changes in the implementation process.

1. As a first step, it is important to define the project phases and narrow down their respective timeframes as clearly as possible. Project phases differ according to the project design and might change during implementation. Thus, columns may need to be added or removed to fit the project design.
2. Then, start filling in the concrete activities planned for each phase and the stakeholders involved in each of these steps. Be as specific as possible and try to capture all relevant activities.
3. Finally, define potential co-evaluation tasks for each of the phases. It helps to tie these to the specific activities and potentially define formats and methodologies at this point already. However, keep in mind that these might have to change as well, according to the needs and possibilities of the stakeholders involved.
4. Repeat the process as the project evolves throughout its lifetime.

**15. (Optional) Open field: does this method require a specific section?
If so, give us a section title (max 3 words) and related description on the method.**

No specific section necessary

16. Documents: Are there any downloads that this method is linked to?

No downloads

17. Gallery: Please add related images (max 5).

Citizen Social Science Project Roadmap for Co-Evaluation

Project Phase	Creation of knowledge base	Building of Knowledge Coalition	Research Co-Design	Conducting Research	Data analysis, results interpretation	Transformation of results into action
Stakeholders involved						
Activities						
Co-evaluation tasks and responsibilities						