ACTION

Welcome to the ACTION Accelerator.

Throughout the next six months we'll be working together to support your project.

This is a template for the Assessment and Support Document, which you will develop with your assigned mentor. Please copy it to your own folder, and fill it in there.

The Assessment and Support Document is a working document that helps map between your project aims and the state of play at the start of the Accelerator period. It builds on your Project Plan, which you agreed with your mentor, and helps identify opportunities where we can learn from each other throughout the Accelerator period.

Project name
Project lead contact

Values

In the Project Plan you identified what a successful project looks like for you. In broad terms, what do you want to achieve by running your project successfully? For example: is there a change you would like to see in society that comes from engaging with the methods in your project? Are you motivated by data collection? If so, why? Use this Values grid in discussion with your mentor to look deeper into the values that underpin your project.

Highest Importance	Important	Fairly Important
Eg: increasing fish biodiversity	*Eg: fostering a love of nature in the community*	*Eg: participatory knowledge creation*

Objectives

Work through your key objectives here, identify why they are important to you and what you need to achieve them. Then identify the interrelationship with ACTION.

Objective *Describe the objective here. It is useful to list components of Milestones as well as broader objectives if necessary.*	Key Value *How does this objective fit into the bigger picture of what you want to achieve? If possible, try to map the objective to one or more of the above values.*	Required Skills *What skills, knowledge or materials do you need to achieve this objective? List everything you have first, and then list anything that is missing.*	ACTION Plan *Are there ACTION team members to call on for additional expertise? What are the opportunities for feedback into ACTION's tools?*
Eg: test water samples for heavy metals	*Eg: increasing fish biodiversity and participatory knowledge creation*	*Eg: We have: support from a chemical analyst, access to water testing kits, training on correct protocol for water testing, data analyst help* *We need: help structuring, storing and publishing the data*	*Eg: Ask UPM for advice on data management and publication, speak to IGB about citizen science data in scientific research, feed back to the socio-technical toolkit input from collaborating with data analyst*

Timeline for Support

Think through your objectives and the dependencies of the different requirements you've identified. If you are going to request help from within the ACTION team, what do you need by when in order to achieve your objectives?

Objective	Requirement	Deadline
Eg: test water samples for heavy metals	*Eg: advice on data management*	*Eg: Have a plan in place by mid-March before sample collection begins*

Extra Thoughts

Is there anything extra that should be considered for realising your project? Use this space to highlight it, or to work through various options.

Eg: While we've been preparing for the project, we were contacted by a tourist company around local lakes. They are interested in our results because of the effect that it might have on how the lakes are used and would like to get involved in the project, but we would like to have advice on how to negotiate that because their aims for the lake seem to be so different from ours.