User-Centred Community Engagement

Project Manager Guide: Report Output Session

This guide is for the Project Manager who is responsible for facilitating the Report Output Session with the project team.

3-4 hr per session

Project team

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Important information to remember

Team members' roles

What is a Report Output Session?

During the Report Output Session UCCE project team review the results of the Interactive Digital Surveys and decide which findings they want to further explore with community members in Co-Creation Sessions. As such, the Report Output Session is the key link between Interactive Digital Surveys and Co-Creation Sessions.

What are the Report Output Session objectives?

- Review survey 1 outputs
- Decide which themes you want to explore in more detail in the Co-Creation Sessions
- Prepare materials for the Co-Creation Sessions

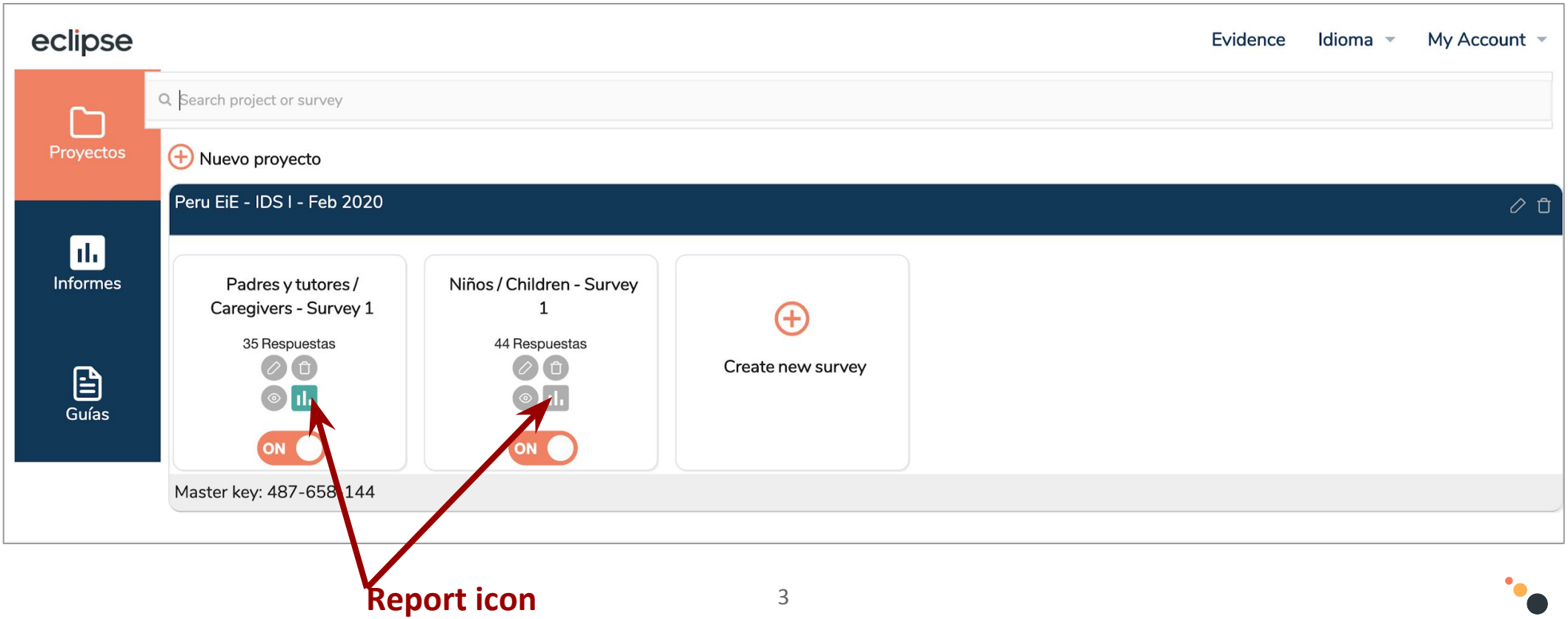
Who participates in the Report Output Session?

This will depend on the project and staff capacities. For the pilot in Peru, the participants should include:

- Project manager (facilitates the session);
- Data collectors

How to access survey findings:

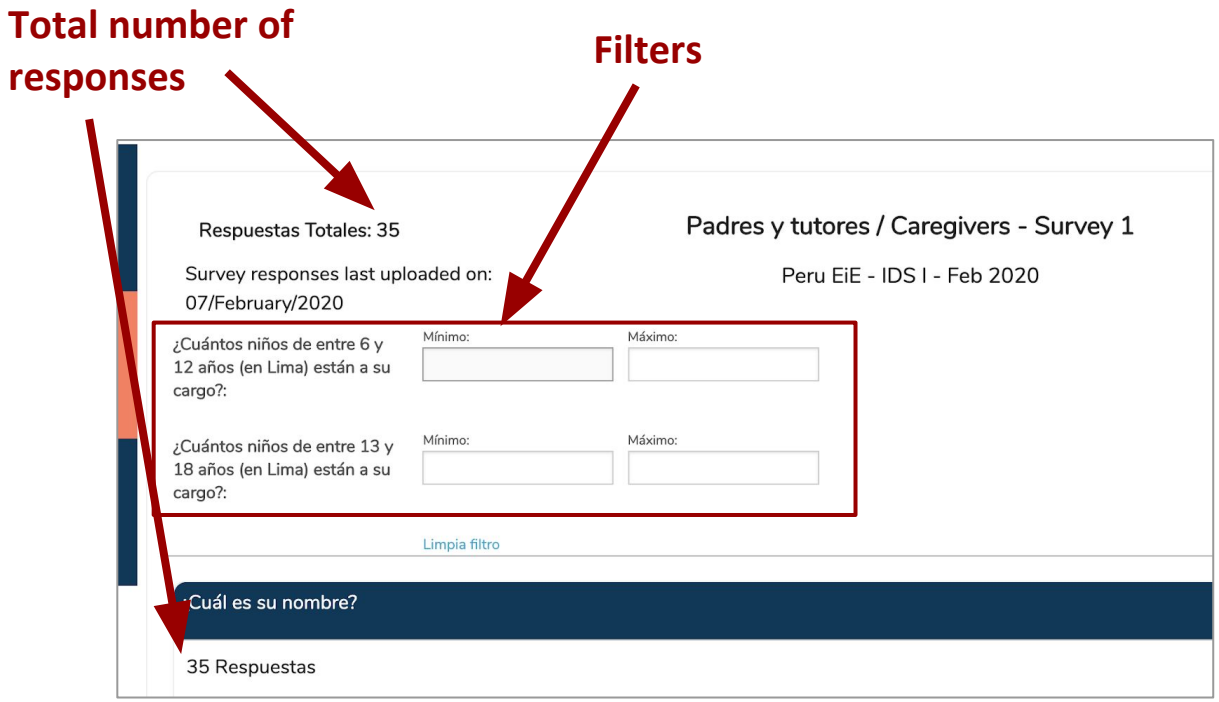
1. Check that all responses have been uploaded from the tablets to the Web Hub
2. Using the login details provided to you by the Eclipse team, log in to the UCCE Web Hub: http://ucce.aidiq.com/
3. In the hub, you will see two surveys for this pilot:
   a. Caregivers - Survey 1
   b. Children - Survey 1
4. To access the report from each survey, click on the Report icon, as demonstrated on the image on this page.



How to filter data by age groups in reports:

In the caregiver's survey report, you can filter the responses by caregivers of children 6-12 and 13-18 years old.

The filters are already set. To use a filter, enter 1 in the Minimum field, as shown here:



How to filter data by age groups in reports:

In the children's survey report, you can filter the responses by age range of interviewed children

The filter is already set. To use it, select the desired age range in the 'Age' field, as shown here:

Which findings to take into Co-Creation Sessions:

Surveys for this pilot were designed to collect data for the Co-Creation Sessions under the following themes:

For the sessions with caregivers:

- Q23. Aprendiendo Unidos features that the caregivers like the least/ have concerns about.
- Q32. Difficulties that caregivers think their children may face if/when attending Aprendiendo Unidos.
- Q33. Difficulties with the enrolment process.
- Q35. Steps of the programme approach caregivers like the least/ have concerns about.

For the sessions with children:

- Q12. Aprendiendo Unidos features that the children like the least/ have concerns about.
- Q21. Difficulties that children think they may face if/when attending Aprendiendo Unidos.
- Q22. Steps of the programme approach caregivers like the least/ have concerns about.
- Q25-33. Classroom environment elements that children don't like.

How to decide which findings to use:

1. Focus on one demographic (i.e., one Co-Creation Session) at a time.
    a. Children 6 - 12 years old
    b. Children 13 - 18 years old
    c. Caregivers of children 6 - 12 years old
    d. Caregivers of children 6 - 12 years old
2. Look at the questions listed on the previous page for this demographic and consider what proportion of the respondents answered each of these questions.
3. Generally, if the number of responses to a question is high, it is worth exploring it further in the Co-Creation Session.
4. This is not exact science, however. You and your team will need to make a decision about how many problem areas you want to explore in the Co-Creation Sessions.
5. You can use findings from all the themes listed above. Or, if from the data you see that only one or two themes stand out as particularly problematic, you can focus only on these themes and discard the rest.
6. Once you decide to take a theme into the Co-Creation Sessions, consider which response options in this question in the survey have the most responses.
7. Select 2-3 top issues identified by survey respondents.
8. Write down the themes and issues you want to explore further on a separate piece of paper. You will use them to create the Problem Tree posters next.

What is the Problem Tree activity?

The Co-Creation Sessions we're testing in this pilot are structured around an activity called The Problem Tree.

This activity is used for two reasons:

(1) It helps the project team and community members to explore specific issues with the Aprendiendo Unidos programme design in more detail in order to understand the deeper - or 'root' - causes of these issues.

(2) It facilitates creative collaboration that helps community members and staff to come up with ideas for possible improvements and solutions to these root causes.

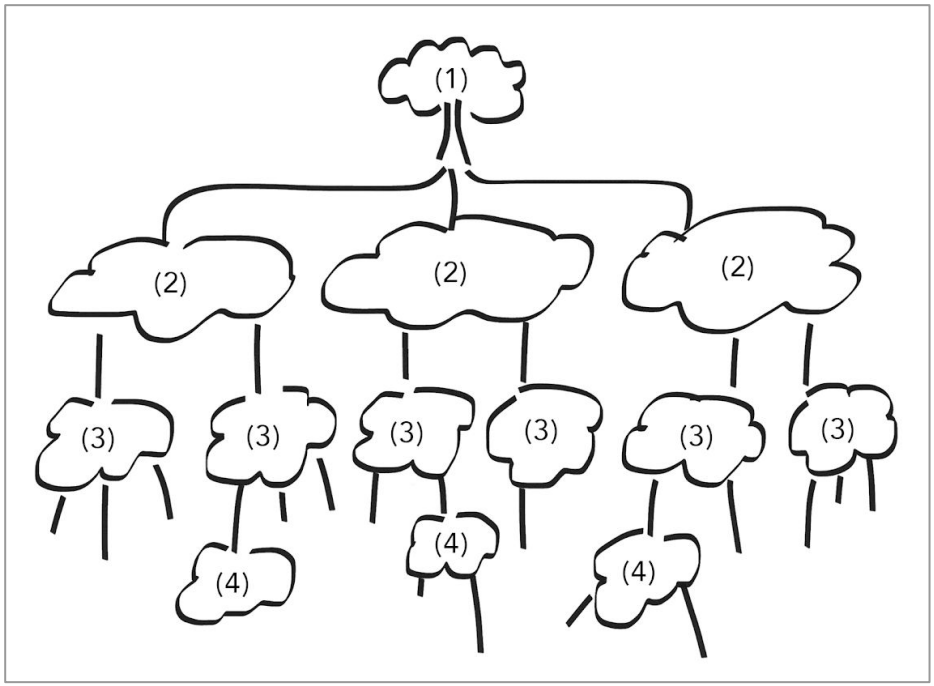
For a detailed description of the Co-Creation Session activity see the Co-Creation Session Facilitation Guides.

How are Problem Trees used in Co-Creation Sessions?

- One Problem Tree = one theme.
- In the Co-Creation Sessions, participants will work with the Problem Tree posters in small groups. For this pilot, we will have two small groups in each session.
- Depending on the themes you want to explore with session participants and the number of participants you expect to have, each small group will complete 1-2 posters during the session.
- Decide with your team how many posters you need to create for your context.

What does a Problem Tree poster look like?

Each Problem Tree poster will be slightly different from the rest. Here's an example of what a Problem Tree poster would generally look like.



Before the session

(1) Write the name of a theme you will be exploring here. For children's Problem Trees, you can attach an image or photo of the theme for visual help.

(2) Write the top 2-3 issues uncovered under this theme in these spaces. These are the response options with the highest number of responses.

(3) Write the main causes related to each issue area in these spaces. These will be the causes with the most number of responses. **Note that this is needed only for themes with questions, such as the Classroom Environment questions.**

(4) In the session, add the root causes identified by participants' - i.e., their answers to the facilitators' *Why* questions - in blank spaces. Add more spaces as needed.

What to do next:

1. Using the findings from the surveys that you selected earlier, create the necessary Problem Tree posters.
2. Give the posters to the data collectors who are facilitating the Co-Creation Sessions.
3. Read the Co-Creation Session guide for the Project Manager and complete the preparation checklist.