Information Management Toolkit for RCCE

DESIGN
YOUR TOOLS

1 Your idea

2 Challenge

3 Bottlenecks

4 Users

1

Partners

Who will be the key partners (persona) of this tools from the ground to the central level?

How do you engage them?

Do you have the buying of government?

Do you have a contact list ?

Key activities

What are the purpose of the project. What are the activities requesting data and information?

Capacity

Who will be in charge of the tool? Do you have technical capacity?

Issues

What is the problem you are trying to solve with collecting data? Why you think about this tool? How this tool will support your key activities?

Main user

Who will be the main users ? There are users requiring specific access or use?

Channel

How you will reach your end-users?

Roles

What would be the role of main end-users

Existing structure

There is any tool already use or setup to support information, monitoring or data analysis for these task force or working group

Risk

What are the main risk to that user doesn't use the tool?

Motivation

Do you know what would be the motivation of end-user to use the tool?

Describe the challenge

Who are you trying to help?	
What do they need?	
Why do they need it?	
What are some possible reasons why those needs aren't being met?	
What are some of your initial ideas for addressing these challenges?	

Using the information above, craft a single guiding statement for what you are trying to accomplish with this project.

Collective service | Risk Communication and Community Engagement

RCCE IM TOOLKIT

List the bottlenecks

1 What are all the reasons the needs of your users aren't being met?	2 Assign a category to each of these bottlenecks.

Collective service | Risk Communication and Community Engagement

User roles

User name	Role	Current responsibilities	Bottlenecks (from list below)
Technical Partner (C4D)	4W manager	- Follow-up with partners - Data Analysis for NWG - interaction with National coordinator	
National coordinator (focal point)	Coordination	-Visualize different metrics at district and national level to support and coordinate RCCE activities. - Define reporting frequency	
RCCE Partners	Activity Implementer	-Send bulk messages to community health workers in my catchment area regarding a planned campaign immunization or outreach program. -Receive summary report on the need for vaccination for the next month.	
Repeat grid as many times as necessary to fill in all users.			