

Co-design Project Brief: TITLE

1. The Project and what we know about it	
Who has overall responsibility	
Project Lead	
Purpose	
Background Reasons for the project. Links to organisation's goals. Why now? Have EbLEs been involved with work relating to this project in the past?	
Challenges What might make EbLE influence difficult?	
Mitigations How will you address these challenges?	
Resourcing	

<p>Who will be involved? What expertise is available? Are there any gaps in skills, knowledge or experience?</p>	
---	--

2. Involvement of Experts by Lived Experience (EbLE)	
<p>Why? What do you hope EbLEs will add to this work? Are there specific challenges you want input on?</p>	
<p>What's in scope? What aspects of the project do you want EbLE input on?</p>	

<p>What's out of scope? What aspects of the project are fixed or to be developed elsewhere?</p>	
<p>Approach Is this consultation or co-design? What can EbLEs expect?</p>	
<p>Expertise required What skills, knowledge, experience, and values are needed? How many EbLEs are needed?</p>	
<p>Recruitment What questions do we ask in the recruitment process?</p>	

<h3>3. Delivery</h3>	
<p>Outputs What will the project produce?</p>	
<p>Outcomes What long-term effect are we hoping to achieve?</p>	

<p>Facilitation</p> <p>Who will lead-facilitate?</p> <p>How will we get the best out of this process?</p> <p>What might be the power dynamics between staff and EbLEs?</p> <p>How will power dynamics be managed?</p> <p>What methods might be used to get the best out of the process?</p>		
<p>Deadlines/dates</p> <p>Where there is flexibility, include a date range</p>	Date	Project brief finalised
	Date	Recruitment opens
	Date	Recruitment closes
	Date	Recruitment decisions and EbLE agreements
	Date	Evaluation
	Date	Delivery of outputs
<p>Session overview</p> <p>Where there is flexibility, include a date range</p>	Date	Introductions. Project summary and project timeline
	Date	
	Date	

Brief summary of each session (up to 6 sessions) with date	Date	
	Date	
	Date	Review, reflect and celebrate

4. Payment

How will payment be approached for this project?	Payment for BC members' time working on this project, as standard.
--	--

5. Evaluation

Measures What does success look like? What are the measures of success?	Project sponsor Project lead Project team EbLEs
Methods How will evaluation be carried out?	

Roles and Responsibilities

N.B. Roles will be different in each organisation. The example below shows how Barnwood Trust structures roles when co-designing projects.

Role	Responsibility
Overall responsibility	<ul style="list-style-type: none"> • Project commissioner; oversight
Project Lead	<ul style="list-style-type: none"> • Draws together project team for involvement • Identifies and keeps project champions on board
I & P Manager	<ul style="list-style-type: none"> • Facilitates thinking through project purpose and brief with colleagues • Ensures session plans consistent with project brief • Ensures EbLE agreements actioned in line with policy • Lead facilitates sessions as required
Connectors	<p>Connectors work collaboratively with one taking the lead, one supporting and one available if needed. This is detailed in a separate annual roles and responsibilities document covering all projects being delivered.</p> <ul style="list-style-type: none"> • Consider accessibility needs of EbLEs • Arrange and lead session planning and debrief meetings

	<ul style="list-style-type: none"> • Create detailed session plans in line with project purpose and brief • Consider and propose participation methods • Facilitate sessions • Provide additional bespoke involvement to project participants as needed • Keep Project Lead informed
Project team members	<ul style="list-style-type: none"> • Contribute to session plans • Facilitation of small group discussions as required • Participation in project sessions, including inputting views and ideas • Involvement in the project delivery and acting on group recommendations for the work
EbLEs	<ul style="list-style-type: none"> • Involvement as per project brief and role description