



# ALL FACETS, ALL PHASES

Getting Started, Growing, Assessing and Evolving

## ITAV Phase Analysis Checklist Strategy for In-Person Meetings

### Goals

1. Assess a program's progress against the Moving Forward Objectives for each Phase in a given ITAV Facet (Governance, Technology, Resources, or Community Engagement)
2. Determine which phase a program is in for each facet
3. Identify the highest priority Objectives within each Facet

### Overview

During the It Takes a Village in Practice Kickoff Activity, participants work through four ITAV Phase Analysis Checklists - one for each ITAV Facet (Governance, Technology, Resources, and Community Engagement). The Phase Analysis Checklist is a list of all "moving forward" objectives from the ITAV Guidebook.

For example, the Governance Phase 1 Moving Forward Objectives are: Define a need for governance, Review existing governance models, Select the governance model that works best, and Communicate changes to stakeholders.

There are two rounds of feedback. The first round is designed to elicit feedback on whether a program has achieved a given Objective. Participants may choose YES, NO, or IN PROGRESS. In the second round of feedback, participants vote for which Objectives they think are the most critical for the program to focus on during the ITAV Analysis.

This strategy document can be used by programs who will be working through the Phase Analysis Checklist in person. Note: this strategy works best with one facilitator and one person to assist with logistics.

### Room and Supply Requirements

- Laptop/Projector - to show ITAV Moving Forward Objectives
  - Index cards - three different colors (green, yellow/orange, and red are best), enough for each meeting participant to have three cards - one of each color.
  - Three flip charts / easels. If easels are not available, wall or whiteboard space can be used; it should be big enough to tape up all the Moving Forward Objectives for a single Facet (9-11 sheets of paper).
- Dot stickers - for all participants to prioritize Moving Forward Objectives
- Printouts:
  - One copy of the ITAV Phase Analysis Checklist
  - One set of the ITAV Phase Analysis Checklist Slides with Assessment



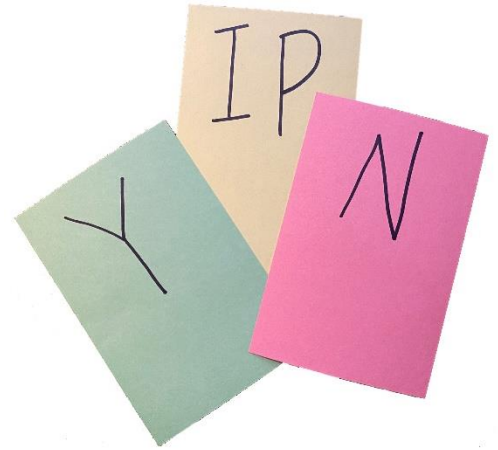
# ALL FACETS, ALL PHASES

Getting Started, Growing, Assessing and Evolving

## ITAV Phase Analysis Checklist Strategy for In-Person Meetings

### Room Setup

- Write a Y on all Green index cards, an IP on each Yellow/Orange, and an N on each Red, enough for each participant to have one set of three.



- Post printouts of Objectives for each Facet
  - Flip charts (preferred method): Take the printouts for each Phase within the first Facet, and tape them to the top page of each flip chart (one Phase per flip chart). On the second page of each flip chart, tape the Objectives for the second Facet, and so on for all four Facets.
  - Wall or whiteboard (alternative method): Using a wall or whiteboard: Take the printouts for each Phase within the first Facet, and tape them to the wall or whiteboard. The printouts should be reachable by all participants, who will need to walk up to the wall/whiteboard and place a sticker on the Objective.





# ALL FACETS, ALL PHASES

Getting Started, Growing, Assessing and Evolving

## ITAV Phase Analysis Checklist Strategy for In-Person Meetings

### Round 1 Feedback - Facet 1, Governance

#### Goal

Gather feedback on a program's progress toward achieving Moving Forward Objectives for each ITAV Facet.

#### Resources

- [ITAV Phase Analysis Checklist](#) - printed out
- [ITAV Phase Analysis Checklist Slides](#) - projected
- Index cards

#### Facilitator Script

- Let's move on to our first facet, which is Governance. A governance model describes the roles that project participants can take on and the process for strategic and tactical decision making within the project. In addition, it describes the ground rules for participation in the project and the processes for communicating and sharing within the project team and community.
- As we mentioned earlier, in the ITAV framework, each Facet is divided into three phases: Getting Started, Growing, and Assessing and Evolving. In the Guidebook, each of those phases has a number of Objectives for programs to work on in order to move forward to the next Phase. We've turned those Objectives into a checklist, and we will figure out as a group what **PROGRAM NAME'S** progress is against those objectives.
- We will fill out the checklist together as a group. I will project each Moving Forward Objective up on the screen, and everyone will raise up their colored index cards to indicate whether they think the program has achieved the Objective, whether it's in progress, or whether it hasn't been achieved. We'll use Green index cards for YES, Yellow/Orange for IN PROGRESS, and Red for NO.
- These votes are intended to be gut check reactions to the Objectives. The goal is to identify where to have deep dives later, not to have them now. We'll create a parking lot list of questions to ensure no ideas are lost.

Once everyone understands the process, project each Objective one at a time on the screen, reading out loud each Objective and short description, and giving participants 5-10 seconds per Objective to assess the program's progress. Tally the votes for each on your printout of the Checklist and have the logistics person note the tally on the printouts on the flip charts / wall. Once all Objectives have been rated, based on your visual assessment of the ratings, note which Phase you think the program is in, and share that assessment with the group. You can read the definition of that Phase from the Checklist.



# ALL FACETS, ALL PHASES

Getting Started, Growing, Assessing and Evolving

## ITAV Phase Analysis Checklist Strategy for In-Person Meetings

### Round 2 Feedback - Facet 1, Governance

#### Goal

Gather feedback about which Objectives are most critical for the program to focus on.

#### Resources

[ITAV Phase Analysis Checklist Slides with Assessment](#) - printed out

Flip charts or wall space

Dot stickers

#### Facilitator Script

- The next thing we're going to do is prioritize these Objectives. Again, *It Takes a Village in Practice* has lots of activities, and so we want to understand which Objectives are the most important to **PROGRAM NAME**, so we can zero in on which activities to do in the next phase of this analysis.
- We have taped up all the Objectives for this Facet on the (flip chart, wall, whiteboard). Please get up and vote for the **two** Objectives you think are the highest priority for **PROGRAM NAME** to work on. It can be Objectives that you think haven't been done that you should work on, things that have been done that you think it's important to evaluate and keep doing. You can place your dot anywhere on the Objective.

Once everyone understands the process, set a timer for 5 minutes and let everyone stand up, walk to the Objectives, and place their stickers on the paper. Once everyone is done voting, have the logistics person tally the vote for each Objective. Announce which Objectives have the highest number of votes - you might want to star these on your printout of the Checklist. The top two vote getters can be taken off the easel/wall/whiteboard and held aside for the end of the Activity, when you will evaluate all the highest vote getters.



# ALL FACETS, ALL PHASES

Getting Started, Growing, Assessing and Evolving

## ITAV Phase Analysis Checklist Strategy for In-Person Meetings

### Feedback - Facet 2, Technology; Facet 3, Resources, Facet 4, Community Engagement

Repeat the process with the next three Facets. You can remind participants of the process each time, if necessary.

#### Facilitator script, Technology

- Let's move on to our next facet, Technology. The core of each of our programs is open-source software or systems serving cultural and scientific heritage organizations. There are parallels with proprietary software development processes but working within the open-source world brings its own challenges around community, resources, and governance that affect the software development process.
- When assessing the Technology Objectives, remember to use the Green index cards for YES, Yellow/Orange for IN PROGRESS, and Red for NO.

After assessing the last Objective, note which Phase the program is in.

- The next thing we're going to do is prioritize these Objectives. Please get up and vote for the **two** Technology Objectives you think are the highest priority for **PROGRAM NAME** to work on.

Note the two highest vote getters and move on to Resources.

#### Facilitator script, Resources

- Let's move on to our next facet, Resources. In order to launch, grow, and thrive, OSS programs need resources both human and fiscal. Human resources encompass engineers writing code, community members providing use cases, colleagues or consultants providing assistance with strategic planning, or organization homes with fiscal stewardship. Financial resources come in and go out in a wide variety of ways - in via contribution, grants, dues, sponsorships, etc., and out via salaries, servers, telecommunications, and overhead.
- When assessing the Resources Objectives, remember to use the Green index cards for YES, Yellow/Orange for IN PROGRESS, and Red for NO.

After assessing the last Objective, note which Phase the program is in.

- The next thing we're going to do is prioritize these Objectives. Please get up and vote for the **two** Resources Objectives you think are the highest priority for **PROGRAM NAME** to work on.

Note the two highest vote getters and move on to Engagement.



# ALL FACETS, ALL PHASES

Getting Started, Growing, Assessing and Evolving

## ITAV Phase Analysis Checklist Strategy for In-Person Meetings

### Facilitator Script, Engagement

- Let's move on to our next facet, Community Engagement. The Community Engagement facet reflects efforts to facilitate and foster involvement within a community. It is focused on encouraging users to become stakeholders. Those who have a sense of investment and ownership become champions who want the program to grow and succeed. A component of this facet also includes communication and outreach efforts to the community itself as well as the wider world of decision makers, potential users, funding agencies, and others.
- When assessing the Community Engagement Objectives, remember to use the Green index cards for YES, Yellow/Orange for IN PROGRESS, and Red for NO.

After assessing the last Objective, note which Phase the program is in.

- The next thing we're going to do is prioritize these Objectives. Please get up and vote for the **two** Community Engagement Objectives you think are the highest priority for **PROGRAM NAME** to work on.

Note the two highest vote getters and move back to the core Facilitator Guide.