Activity: ITAV Analysis Activity Selection

Goals

1. Choose activities to focus on during an ITAV Analysis

Prerequisites

Activity: ITAV Analysis Kickoff

Who Should Participate?

Program leadership (strategic thinkers), Program management (tactical thinkers)

Length

60-90 minutes

Pre-Work

1. Assign one program representative to create a list of the highest priority Objectives identified during the Kickoff meeting.

2. If your program did not go through / does not want to go through the Kickoff process, program representatives can walk through the ITAV Phase Analysis Checklist and highlight high priority Objectives, or just move to the ITAV Toolkit Table of Contents.

3. For each Objective, list the Activities that support it. The Objectives related to each Activity are listed in the Toolkit Table of Contents. An example Objective and Activity Table is below.

Activity Instructions – Together or Asynchronously

1. Read through the list of activities related to the high-priority Objectives identified during the kickoff.

2. Take a sticker vote to rank the Activities your program would like to complete during the ITAV Analysis. Participants may choose to vote for Activities that will address program deficits, improve program strengths, or use another metric.

   a. In a sticker vote, each participant is assigned a number of stickers - these can be physical stickers in an in-person event or a specified piece of text (e.g., +1) in a virtual environment. Participants place their stickers or text alongside the options they're voting for, according to the parameters of the exercise (e.g., most important, most likely, most interesting, etc.).

   b. If participants would rather vote asynchronously, the list can be provided via shareable doc that participants can "+1", or via an online survey format such as Google Forms (examples below).

Next Steps

Complete Part Two of the ITAV Analysis Template Project Plan, adding in details for your selected activities.

It Takes a Village
Open Source Software Sustainability

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Sample Objective and Activity Table

Objective	Activity	Link
Governance Phase 1, Define a Need for Governance	**Catastrophizing** Goals: Understand how the program's current governance model (or decision making) works with unexpected issues; Understand if the model works well or has gaps; and Identify and document issues that need to be solved.	PDF
Technology Phase 1, Understand Core Community Needs	**Who Are Your Tech Stakeholders?** Goals: Identify and prioritize the community's technology stakeholders, create a high-level map of the technology stakeholder's characteristics, and identify the program's goal for high-priority stakeholder groups.	PDF
	Technical Skills Inventory (Part One) Goal: Create an inventory of what technical skills are required for technical staff, contributors, and users to develop, support, and maintain the platform.	PDF
	Personas and Pathways Goals: Learn how to bring contributors onto your project using tools called "personas" and "pathways," help your program plan and test how you'll interact with new contributors and imagine what is really involved for new contributors to succeed.	PDF
	Landscape Analysis Goal: Understand where your program fits in the technology landscape, and use results to innovate, make decisions, identify opportunities for collaboration, and/or increase your program's usefulness or effectiveness.	PDF
Resources Phase 1, Determine Human Resources Needed to Move Forward	**Human Resources Required** Goal: Identify the human resources required to support program goals and strategies	PDF
	Value Propositions for Job Descriptions Goals: Create a value proposition for a new program position (e.g. community manager, technical lead) to help articulate significance of allocating resources to program leadership; and optionally Create a job description for a new program position	PDF

ALL FACETS, ALL PHASES

Getting Started, Growing, Assessing and Evolving

Activity: ITAV Analysis Activity Selection

Sample Online Form

ITAViP Toolkit Activity Selection

Based on the Objectives voted as highest priority during the ITAV Analysis Kickoff, choose the activities that the team would like to focus on for the rest of the analysis period. Everyone may vote for two activities per facet.

Technology Activities

☐ Who Are Your Technology Stakeholders?

☐ Technical Skills Inventory (Part 1)

☐ Personas and Pathways

☐ Landscape Analysis

☐ Technology Stakeholders: Does the Shoe Still Fit?

☐ Catastrophizing (Part 1)

☐ List of Dreams

☐ Catastrophizing (Part 2)

☐ Technical Skills Inventory (Part 2)