Playbook Status Board Template

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Our team transitioned from sprints with a wide circle of contributors to content editing for the sessions and modules. We created the Data Playbook v1 Status board to coordinate content across many teams. There are multiple steps for each of the modules. We included some Data Playbook content examples for illustration

# Overall V1 Timeline

Sprints for content curation/creation were informed the next stages.

| **Project Stage and Team Activity**  | **Dates** | **Notes** |
| --- | --- | --- |
| **Stage 1** - Content Curation with Editors and Contributors  | Approximate time - 4 - 5 months depending on your project sizeDrafting and testing the table of contents |   |
|   | Approximate time between 1 - 2 months pending your human resources and publication requirements | Design Review and Draft #1 |
| **Stage 2** - Content Review and Design |  Approximate time 1 month | Contributor review |
|   | 1 week  | Editor team Review and signoff |
| **Stage 3** - Design and editor signoff | 2 - 3 weeks  | Editor and module editors - Rapid review and signoffDesign adjustments |
| **Stage 4**- Communications preparation | Approximate time 1 month | Video completionCommunications, translations and outreachWeblanding page signoff |
| **Stage 5** - Launch and Handover | Approximate time 2 - 3 weeks |  |

# [[1]](#footnote-0)Consultation and content curation

These charts were used in connection with the content index. We used this a status and notes document to get a high level overview across the teams.

**Timelines: (add you timelines)**

| **Module****Playbook content** | **Main Consultation**  | **Form Team - editor, contributors** | **Content review, curation, and Analysis** | **Module Plan (template) curation and signoff by co-editors** | **Content Draft completed**  |
| --- | --- | --- | --- | --- | --- |
| Introduction and Taxonomy |  |   |   |  |   |
| 1 - Understanding how data matters | Example: Sprint 1, 4 | Example: Dirk, Melissa |   | Example: To resolve by xxx date |  |
| Module name |  |  |   |   |   |
| Module name |  |  |   |   |  |
| Session templates by sector and audienc type |  |   |  |  |   |
| Workshop / Curriculum activities templates |  |   |   |  |   |

# Design, content review, and editing completion

[Add instructions and **ADD link to Table of Contents [template] and any relevant guidance documents. Add your timelines ]**

This status board is to be used in conjunction with the **Content index [template].** There is a planning tab with all the associate documents for each of the modules and product steps.

| **Module/Task** | **Contributor files ready?**  | **Editor version**  | **Editor (lead editor) sign off** | **Ready for design** |
| --- | --- | --- | --- | --- |
| Introduction and Table of contents | Example: Heather reviewed and edited | Example: Dirk and Melissa for review Added how to use  | Example: Done |  |
| 1 - Understanding how data matters |   |   |   |   |
| 2- Nurturing Data Culture | Example: Liselot - started/ Heather - contributor comments resolved |   | Example: done |  |
| Module name |   |   |   |  |
| Session templates Workshop / activities templates |   |   |   |  |
| Credit page |   |   |   |  |

# Design and editor sign off

[Add instructions and **ADD link to Table of Contents [template] and any relevant guidance documents. Add your timelines ]**

| **Task** | **Description** |  **Owner** | **Completed** |  **Date** |  **Done ?** |
| --- | --- | --- | --- | --- | --- |
| Introduction and Curriculum templates completed, designed |   |   |  |  |  |
| Design Packages ready in both PDF and EDITABLE document/slides/spreadsheet /Shared document format  |  |  |  |  |  |
| Rapid review | Example: Graphics, credit - heather, melissa and dirk  |  |  |  | Example: Pdf only done. Waiting on editable version |
| Content added to preparecenter (website) |  |  |  |  |   |
| Content added to github |   |   |   |  |   |

# Communications Preparation

| **Task** | **Description and link**  |  **Owner** | **Completed** |  **Date** |  **Done ?** |
| --- | --- | --- | --- | --- | --- |
| Video 1 - script and diagram ready |  |   |  |  | Example: Feedback given May 23 |
| Video 2 - script and diagram ready |  |   |  |  |   |
| Video 3 - script and diagram ready |   |   |  |  |   |
| Prepare center (web landing page) updated |   |   |  |  | Final link - |
| Solferino Web landing page -  | Example: Description: include mockup link  |   |   |  |  |
| Certificate for contributors - final -use old certificate templatesEditor for editorsContributors for rest |    |  |  |  |   |
| Slidedeck about project |  |  |  |  |  |

| **Outreach** | **Description and link** | **owner** | **Reviewed and completed** | **Date** | **Done?** |
| --- | --- | --- | --- | --- | --- |
| Cross-promotion blog post  |  |  |  |  |  |
| Email to main innovation list |  |  |  |  |  |
| Translation of email |  |  |  |  |  |
| Email to all contributors and editors |  |  |  |  |  |
| Communications for launch - direct networks |  |  |  |  |  |
| Blog posts  |   |  |  |  |  |
| Blog post - launch  |  |  |  |  |  |
| Cross-promotion blog post  |  |  |  |  |  |
| Blog post - What’s next and stories of use (past and new) |  |  |  |  |  |
| Blog post - feature topic  |  |  |  |  |  |
| How it was done methodology report  |   |  |  |  |  |

# Launch and Handover

MOVED TO [Document](https://docs.google.com/document/d/1w2R1DwswRjFzHmChEc90M_hMjPTlmSJv31sgo6YhG2M/edit#heading=h.jo6y4qy86hhr)

| **Task** | **Description** |  **Owner** | **Completed** |  **Date** |  **Done ?** |
| --- | --- | --- | --- | --- | --- |
| Outreach planning | Example: Heather handed over contacts |  |  |  |  |
| Launch event with network |  |  |  |  |  |
| Product file cleanup and archiving |  |  |  |  |  |
| Product implementation planning |  |  |  |  |  |
| After action review |   |  |  |  |  |
| Recommendations for v2 process |   |  |  |  |  |
| Methodology report |   |  |  |  |  |
| Evaluation and reporting documents |  |  |  |  |  |
| Outreach planning | Example: Heather handed over contacts |  |  |  |  |
| Change product owner email  |  |  |  |  |  |
|  Notify all partners and stakeholders about product owner change |  |  |  |  |  |
| Finalize github workflow and give appropriate access |   |   |   |  |  |

1. Credit: CC-BY-NC 4.0 Data Playbook v1 contributors [↑](#footnote-ref-0)