



www.thinkjarcollective.com



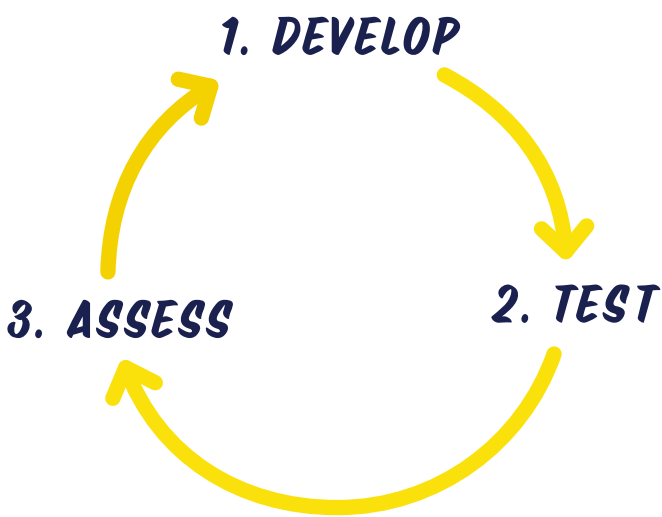
www.actionlab.ca

# Prototyping and Evaluation Worksheets

## PROTOTYPE & EVALUATION

This hand-out describes the four step process of developing and testing proposed ideas .

### PROTOTYPE



#### 1. DEVELOP

the rapid prototype in a small group.

#### 2. TEST

your idea with key stakeholders.

#### 3. ASSESS

their feedback using a rating sheet.



#### STOP

Celebrate learning; move on.



#### PIVOT & PERSEVERE

Adapt prototype and/or continue testing.



#### DOUBLE DOWN

Proceed to pilot or full adoption.

#### 4. RECOMMEND

what we should do with the prototype.

**Insight Gems:**  
Describe the key insights you had from your research explorations of the challenge.

Draw and/or jot down key insights

<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>
<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>
<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>
<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>

**Revisit your “Must Haves” and “Nice to Haves”**  
Record the “Must Haves” and “Nice to Haves” you created before in the chart below.

MUST HAVES	NICE TO HAVE
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

STEP 1: DEVELOP YOUR PROTOTYPE

Name of Prototype

Describe the big idea succinctly in a couple sentences:

**Build out the idea:**  
Use the story board on the following pages. Use pictures and words to show how your idea works.



How would this be beneficial for....

Key people the prototype is meant to directly help
Organizations, Systems the prototype might influence or have impact on
_____:
_____:
_____:

What are you least certain about with this prototype?

--

What resources do you need? (People, Materials, Technology, Financial)  
Don't worry about getting too specific here - Do include key information on what's needed to bring your prototype to life

--

After the workshop you could use the ideas recorded above to create (1) a short booklet and/or (2) a short video summarizing your prototype to use when testing with stakeholders.

## STEP 2. PLANNING BEST WAYS TO TEST IDEAS

Once you have completed your prototype, you need to plan and implement a process of testing it with key stakeholders.

Use the chart below to help you make a plan for testing.

This is a simple interview guide you can use for one on one conversations with stakeholders.

KEY STAKEHOLDER Person or system impacted	Names of People	What questions would you like to ask them?	How will you show them the prototype (e.g. video, booklet, other) and how will you get their feedback (e.g. interview, survey, focus group)?	Who will connect with them? How? By when?	What assistance do we require to test the idea?

KEY STAKEHOLDER	Names of People	What questions would you like to ask them?	How will you show them the prototype (e.g. video, booklet, other) and how will you get their feedback (e.g. interview, survey, focus group)?	Who will connect with them? How? By when?	What assistance do we require to test the idea?

Now you are going to imagine how your prototype or some of it’s features might be tested in the future (these are not tests you will do now)...

if you were to do a field test of your prototype or some of it’s features...

**What’s the fastest test?** *(If you were to test your prototype or a feature of your prototype in one day with minimal resources, how would you do it?). Describe the test in the box below. For example: If your prototype has a community animator role as part of the support model you might bring some people together to role play what that looks like.”*

List the steps you would take to accomplish this test.

How will you know this test has been a success?



STAKEHOLDER TESTING TOOL

PROTOTYPE NAME

NAME OF STAKEHOLDER

TYPE OF STAKEHOLDER

1. What do you like most about this idea?

2. How can the idea be improved?

3. What is your level of support for the idea?

- ☐ 1 I really don't like it and don't think it should be pursued further.
- ☐ 2 I don't like it, but won't get in the way.
- ☐ 3 I am unsure at this point.
- ☐ 4 I have some reservations about it, but support it.
- ☐ 5 I really like it and fully support it.

4. Why did you rate it this way?

5. What else would you like to tell us about this idea?

# STEP 4. RECOMMEND

Based on your assessment, make a recommendation about the future of the prototype.

1. What is your recommendation?

- ☐ Double Down – proceed to pilot or full adoption.
- ☐ Pivot & Persevere – adapt prototype and/or continue testing.
- ☐ Stop – celebrate our learning and wind it up.
- ☐ Other

2. Why did you rate this way?

3. Consider you are passing your prototype off to a Business Case Expert. What do you think needs to be done next? Are there certain features of the prototype that need to be stopped, adapted, or tested more? Are there additional stakeholders that it needs to be tested with?