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What is it?

It is a toolkit that supports the steering team to discuss and make decisions on which project to run in the studio by providing appropriate and transparent information in the project selection journey.

Why do we need it?

To enable structured and transparent procedures and guidance for project selection discussion and sound decision making.

What does it provide?

- A framework to guide the whole project selection process.
- Project description templates, to better support healthcare professionals and research team to fill in possible projects.
- Project evaluation forms, which include determinant criteria for project selection, to better support steering team to evaluate possible projects based on all agreed criteria.
- Project selection guiding canvas to better guide the process in project selection meeting.
- A digital platform which provides real-time charts based on project scores of determinant criteria to support members in project discussion and selection.
- A digital platform to document arguments for selected projects.



Steering team

1. Each member votes 10 projects they want to discuss in the selection meeting based on information in project description templates.

2. The top 7 most voted projects will be selected to discuss in the selection meeting. Also, each organization can choose one additional project. A total of 10 projects will be discussed in the selection meeting.

All members are required to complete project evaluation forms related to those projects that will be discussed in the selection meeting.

1. Members will first agree on which criteria are relevant and the weights of criteria within a given time frame.

2. Members will check difference - whether there are situations that different stakeholders give quite different scores for same aspect in same project. Analyze the situation.

3. Filter out not attractive projects and compare projects until achieving consensus with the help of the digital platform.

4. After projects are selected, arguments will be documented.

Healthcare professionals

Note down draft ideas.

Be notified of those selected projects

Research team

Help collect related arguments for the ideas.

Be notified of those selected projects

Facilitator of the platform

Facilitator will guide the whole pre-selection meeting.

Facilitator will guide the whole selection meeting.

Supported tools

Project description template

Project description template

Project selection toolkit instructions

Project evaluation template

Related functions on facilitator's digital platform(real-time charts, documenting outcomes)

Project selection toolkit instructions

Guiding canvas

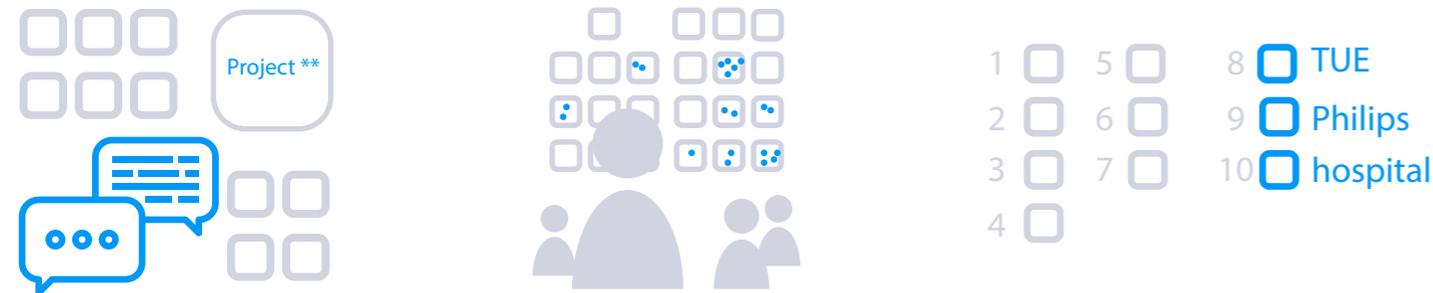
Pre-selection meeting agenda

If the number of projects collected is more than 10, then a pre-selection meeting should be carried out to filter out those not so attractive projects and only ten projects should be kept for discussion and selection in the project selection meeting.

Step 1: All steering members in the pre-selection meeting will have ten votes. During the meeting, all collected projects will be introduced (3-5 minutes for each project).

Step 2: After all projects are introduced, members could vote those projects which they think are most attractive to them.

Step 3: The top 7 most voted projects will be selected to discuss in the selection meeting. Also, each organization can choose one additional project. A total of 10 projects will be discussed in the selection meeting.



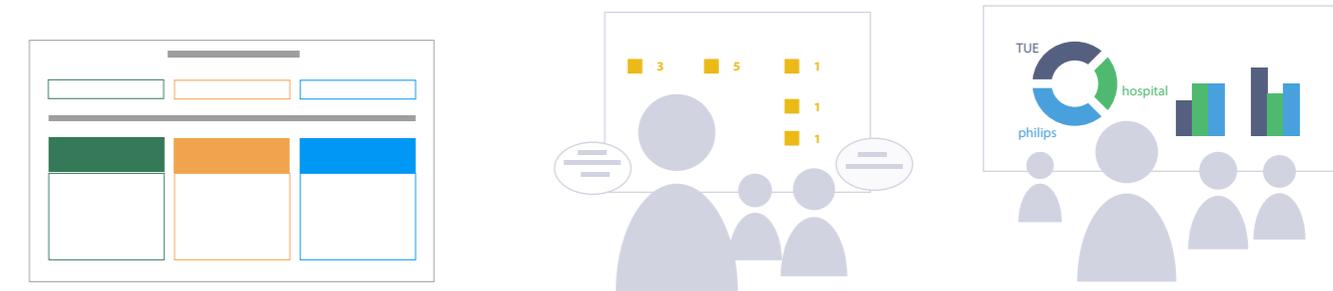
Selection meeting agenda (suggested 90 minutes)

Before the meeting starts, print and put the “project selection guiding canvas” (A0 size) on the wall.

Step 1: All steering team members first need to discuss those criteria that they gave different weights in project evaluation forms. After consensus, then put final weights into the digital platform. (25 minutes suggested)

[If it is difficult for members to agree on weights of criteria, two different weights could be recorded at the same time, and then the following steps could be carried out twice with the different weights. Projects that are both attractive under these two different weights will be selected.]

Step 2: Members will check differences- whether there are situations that different stakeholders give quite different scores for the same aspect in the same project. Analyze the situation. If mistakes cause the situation, then adjust data in the digital platform. If that situation is caused because stakeholders have different interests in one project, write down that situation in the corresponding place in guiding canvas and explore whether some complimentary projects could leverage different stakeholders' core capabilities and create common interests for stakeholders. (25 minutes suggested)



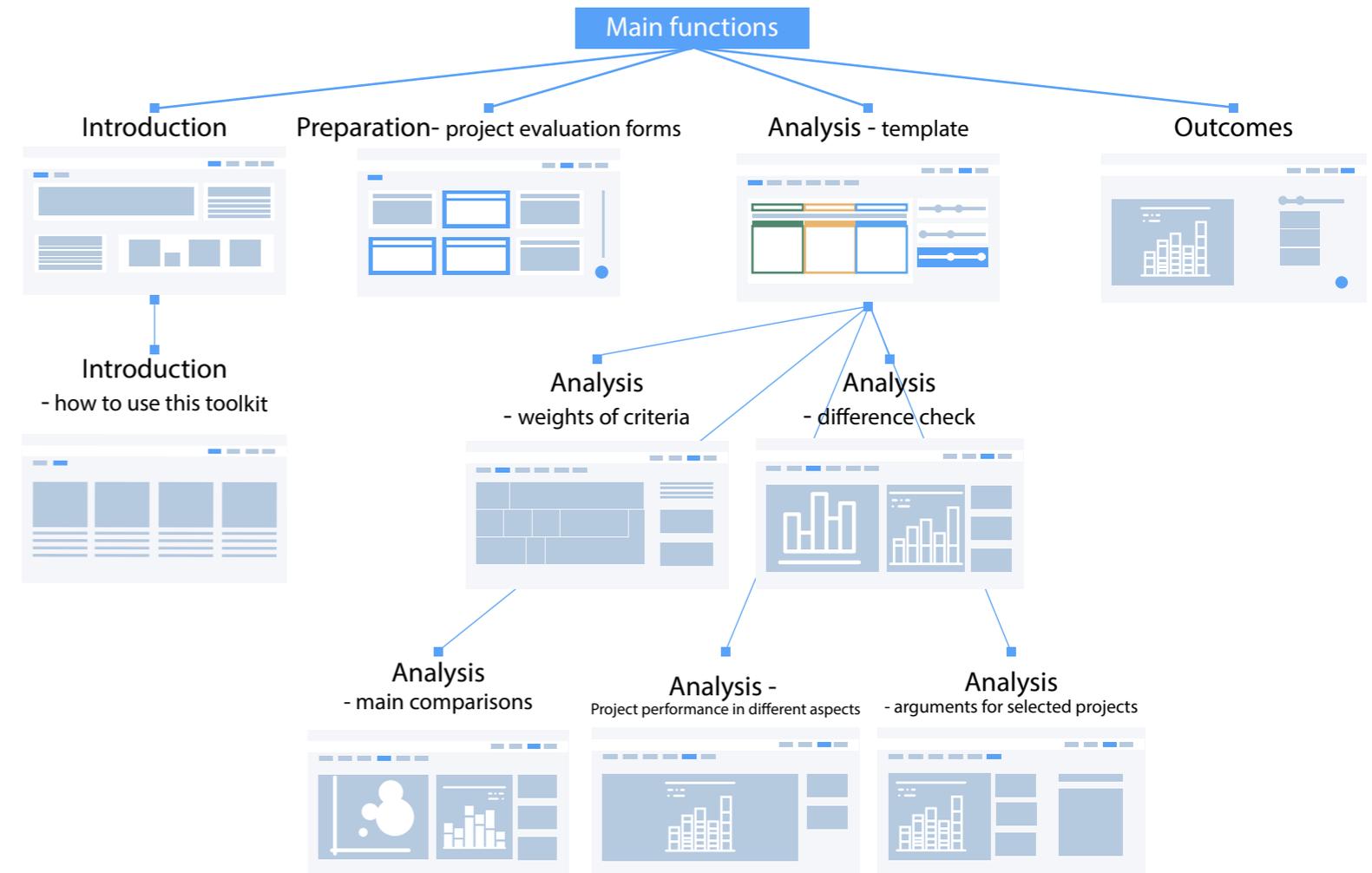
Step 3. Filter out not attractive projects and compare projects until achieving consensus on which projects are selected with the support of real-time charts on the digital platform. (40 minutes suggested)

What facilitator should pay attention to in guiding the process?

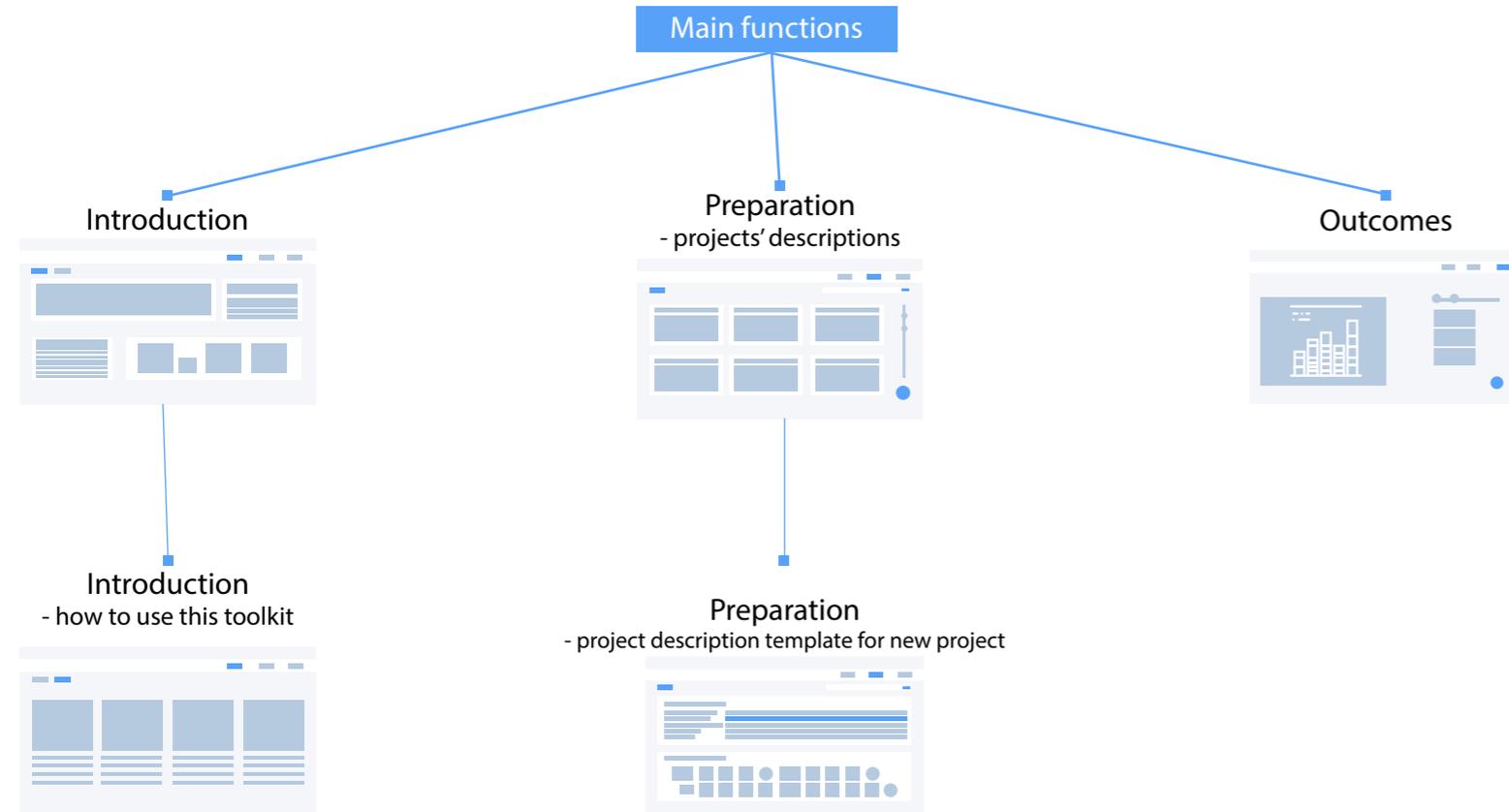
- Guide steering team members not only discuss and compare projects which are outstanding in all aspects, but also let them pay attention to projects that are outstanding in one aspect.
- Facilitate exploring suitable project combinations which could create common interests for stakeholders. (For example, The combination project A & B. Project A is very attractive for Philips but Philips has low capability for it while hospital has high capability for project A. Project B is very attractive for hospital but hospital has low capability for it while Philips has high capability for project B. Then the project combination A and B could create common interests for stakeholders.)



Digital platform for the facilitator



Digital platform for healthcare professionals & research team



Digital platform for the steering team members

