Checklist for users and producers of resources

Phase 1: Needs analysis and planning

- ✓ Clear aim decided for the resource
- ✓ Clear target audience decided – including any needs assessment/analysis etc (see page 6 on Needs Analysis)
- ✓ Development education characteristics of resource identified and agreed
- ✓ The resource will improve on or add to what is already out there
- ✓ Planning flow chart on page 7 used to feed into the basic plan for the resource

Phase 2: Content: Researching development and educational issues

- ✓ Think about how your resource relates to human development and human rights (think about the questions on pages 10 & 11)
- ✓ The resource has clear educational values, approaches and concepts (use diagram from pages 12 & 13 for reference)

Phase 3: Presentation style and technical decisions

- ✓ All images used with permission and referenced appropriately
- ✓ Images and photos reviewed with the Dochas Code of Conduct on Images and Messages in mind (for more info see page 9)
- ✓ All photos, images and graphics used are the correct resolution for print or digital use
- ✓ Individual roles and responsibilities are agreed by the team (see questions on page 14)

Phase 4: Piloting and revising draft materials

- ✓ Pilot group identified
- ✓ Feedback gathered and considered in redrafting
- ✓ Referred back to original plan to ensure the main aim is still being achieved

Phase 5: Printing, marketing and distribution

- ✓ The resource will be made available in hard copy for a minimum of three years
- ✓ The resource has an ISBN (see page 19 for more information)
- ✓ Copies distributed to all legal depositories (see page 19 for more information)

Phase 6: The evaluation cycle

- ✓ Indicators for measuring impact of resource (on attitudes, skills, knowledge and actions) identified and agreed
- ✓ Adequate monitoring and tracking instruments have been implemented in order to measure impact of the resource
- ✓ Used supportive documents to inform the above (see page 20)