



Key Advice

Overview & Planning Sheet for Teams

- **Go** to places relevant to the project. Spend time actively taking part in the daily life at the location.
 - Who will go where and when?
- **Gather** insights of the experiences of relevant actors such as inhabitants, users of the space and regulators of the location. Include your own experiences, as well as those of the “voiceless” (those who may have been unseen so far).
 - Who are/could be relevant actors?
- **Keep a journal** to document observations and insights. Consider bringing a phone, camera and/or audio recorder as well.
 - What materials do we bring?
- **Ask for consent** before taking close-up pictures and recordings.
 - Do we have consent forms?
- **Reflect regularly** with your team on insights and opportunities.
 - When do we reflect?
- **Organise** actors who are willing to participate in collaborative action.
 - Who have we identified so far?