

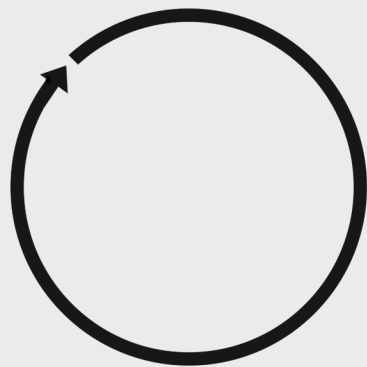
# PROCESS DOCUMENTATION



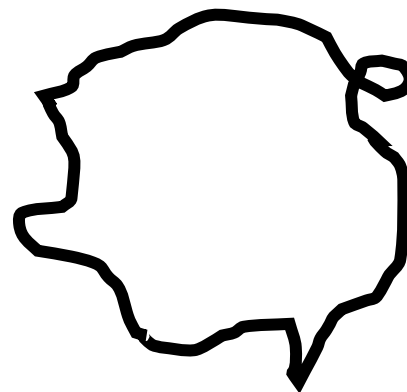
R4R Research Forum

26 January 2023

HERD International



PLANNED



REAL LIFE

# Process documentation

The background of the slide features a close-up, slightly blurred image of several thick books stacked on top of each other. The spines and edges of the pages are visible, showing a variety of colors like cream, yellow, and brown. The lighting is soft, creating a warm, academic atmosphere.

- ❖ Set of tools for documentation and learning during the course of interventions
- ❖ Guided by project logic or theory of change
- ❖ To capture the context (expected or otherwise) that affect the change process,
  - not only physical outputs but changes in mind sets and attitudes,
  - not only what was delivered but how intervention was delivered
- ❖ Support institutional memory





# Process documentation

- ❖ Useful for learning, revealing hidden agendas, encouraging open debate, as input to communication materials, as a monitoring method and for adaptive management – can be effective in project mgmt.
- ❖ Understanding of the feasibility of the intervention at an early stage
- ❖ Also help to assess if interventions reached intended audiences

# Methods

- Minutes
- Meeting/workshop reports
- Interviews
- Observation notes
- Photos and drawings
- Audio visuals
- Documents review
- Quantitative and qualitative data

# Outputs

- Blogs
- Synthesis reports
- Change stories
- Peer-reviewed publications
- Videos and other RU products
- PD plan and training materials

# Steps in PD

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Identifying the  
theory of change  
and causal  
assumptions



Capturing context,  
factors, etc aligning  
to ToC and  
assumptions



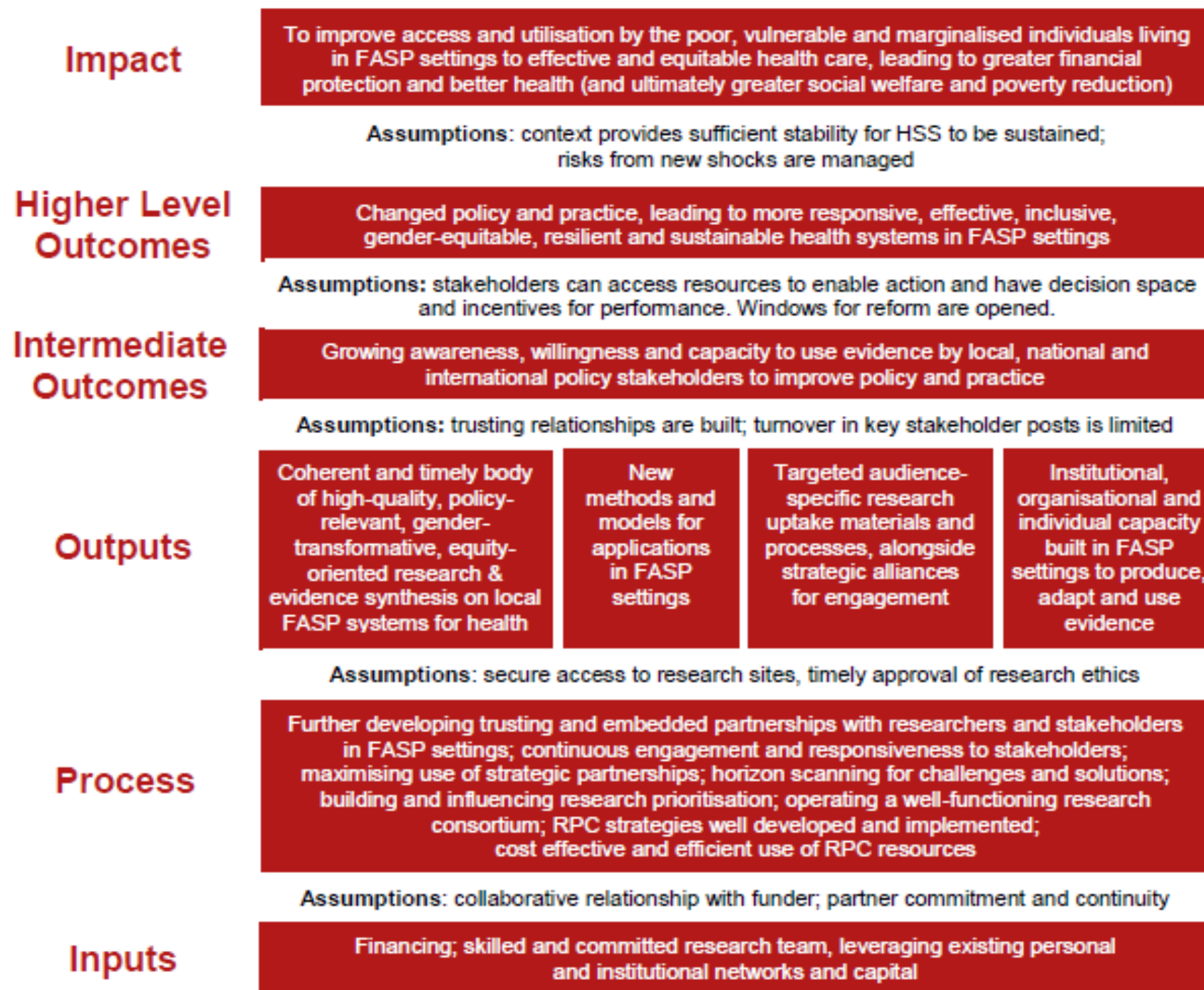
Periodically organizing  
and analyzing  
information according  
to common themes,  
trends and patterns



Using the findings to  
inform and improve  
implementation

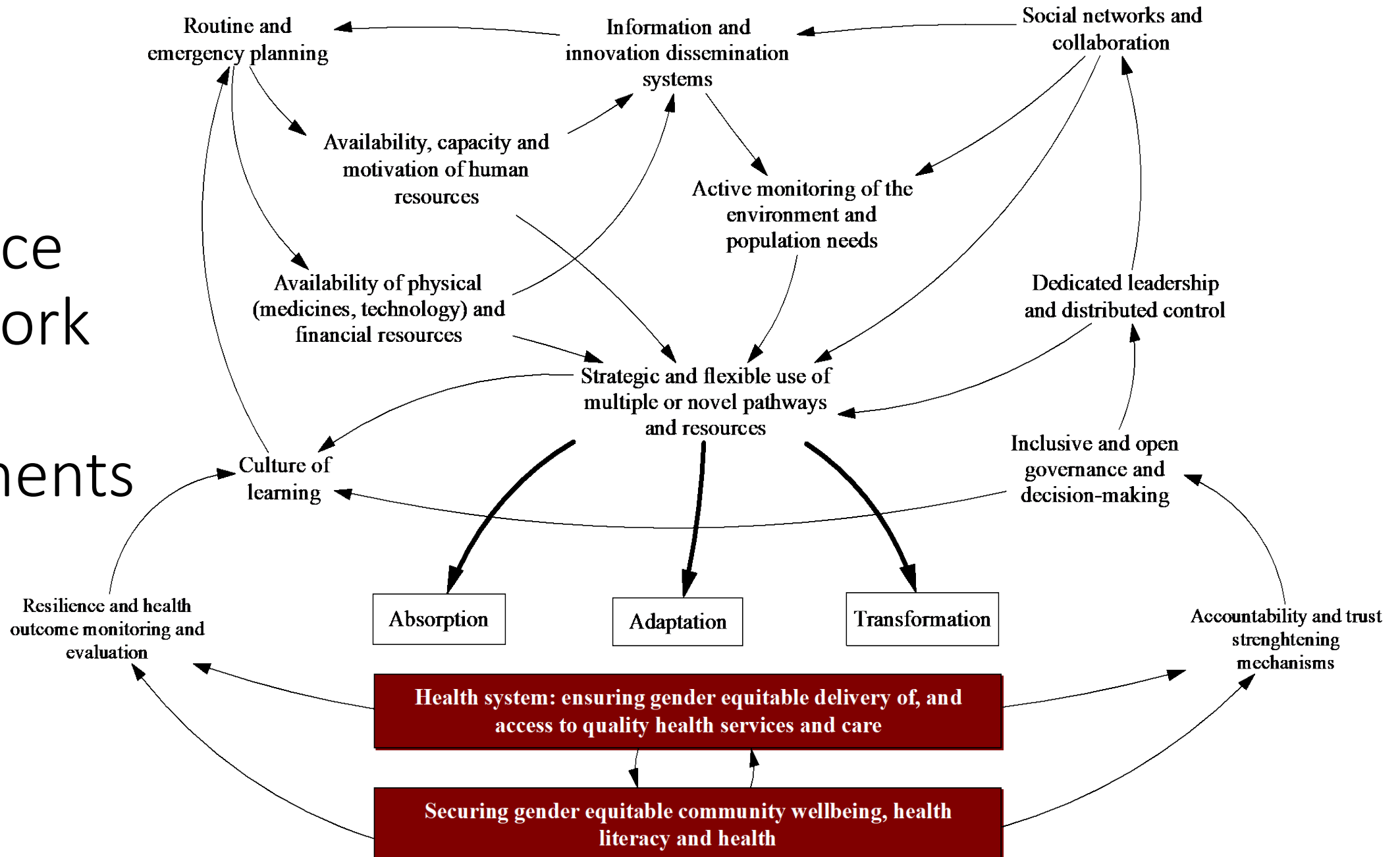


Disseminating  
information



# Theory of Change

# Resilience framework and its components





# Qualities of a process documentation specialist



# Challenges

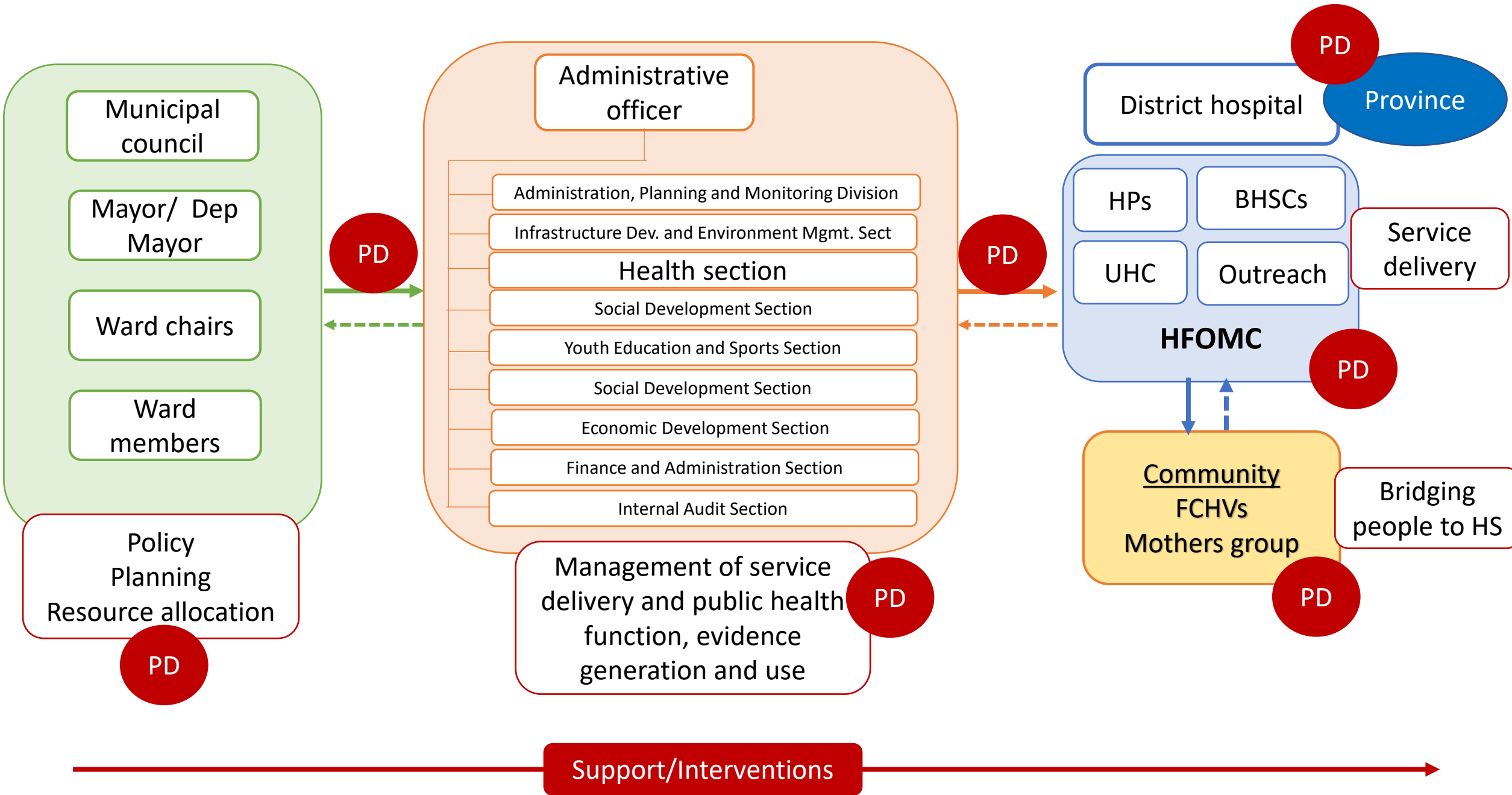
- Can take considerable amount of time - for capturing the process, for organizing the information
- Not always easy to write openly about observations
- Relies on researchers' observation and documentation - some info may be missed, or over-emphasized
- Analyzing the findings and synthesizing into story/ies
- Prioritizing PD among other work





PD in learning site

# Local health system, interventions and documentation





# Basic info in PD form

Information Record Template	
Your name and Position	
Name of the event/activity	
Participants diversity (Example) <div>             Gender              Disability              Ethnicity              Education           </div>	
Stakeholders present in the event (name of the organizations)	
Date of event	
Place of event	
Name of facilitator/Trainer/Coordinator	
Objective/purpose of the event	
Content discussed/presented in the meeting (Brief Summary)	
Any decision made	
Key remarks/testimony of key individuals	
Your personal reflections on the discussions/decision made <ul style="list-style-type: none"> <li>- Context</li> <li>- Who is dominating the conversation etc</li> </ul>	
Please also attach photos of the activity	

GMB workshops or focused reporting of a particular process

The diagram consists of five overlapping circles on a black background. A large grey circle in the center contains the text 'Notes from interactions, interviews'. Overlapping this central circle are four other circles: a blue circle at the top left, an orange circle at the top right, a yellow circle at the bottom left, and a green circle at the bottom right. Each of these four outer circles contains text describing a specific data source.

Routine implementation of interventions – notes from observations

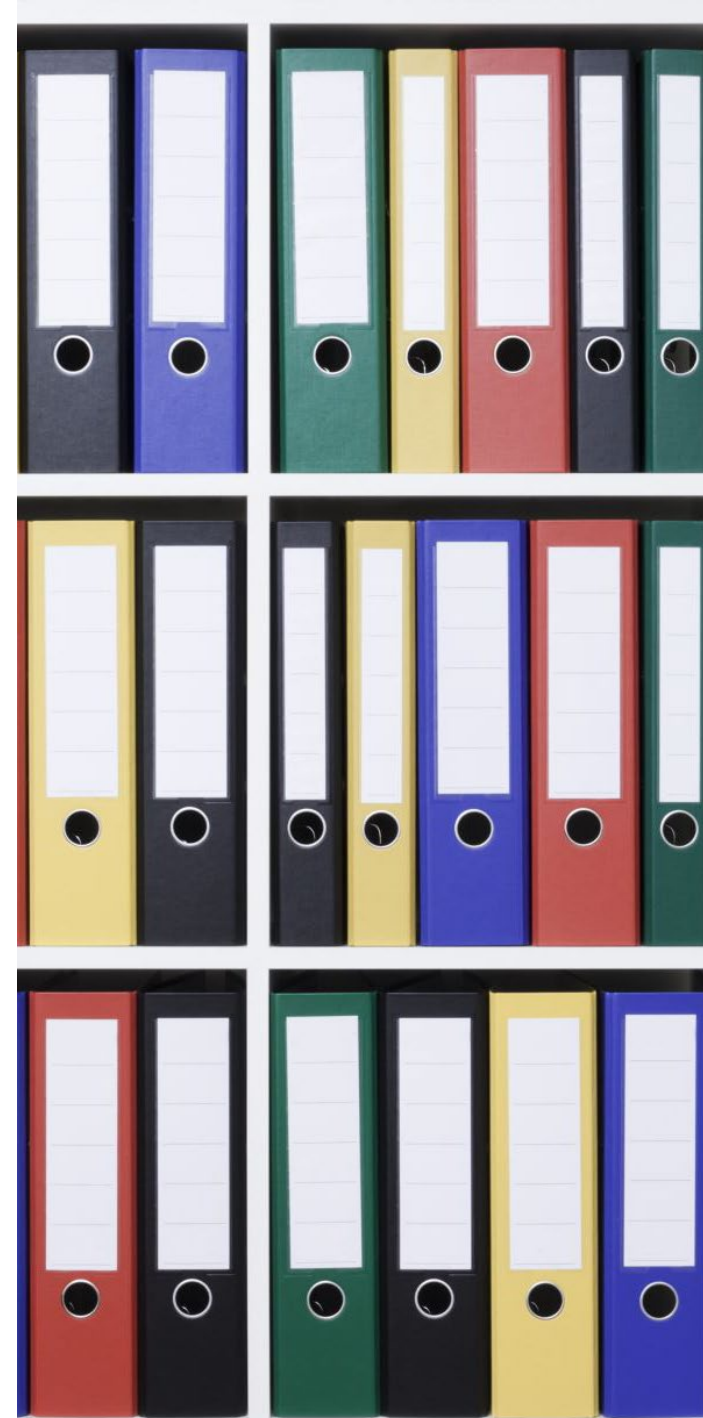
Notes from interactions, interviews

Meetings/workshops notes

Monthly reports

# Analyzing the information – documenting the change stories

- Weekly or biweekly discuss and reflect – add, edit and revise the documents from different sources
- Quarterly compile and organize the data/information
  - Look for emerging themes and organize info routinely
- Analyze the data under different emerging themes, guided by ToC and assumptions
- Data from different time frame helps to observe the changes – acts as baseline and act as early notification on the feasibility of interventions
- Develop different forms of products and disseminate





Thank you !



# REFERENCES

- Process evaluation of complex interventions: Medical Research Council guidance: BMJ 2015;350:h1258, doi:10.1136/bmj.h1258
- *Documenting change: an introduction to process documentation*. The Hague, The Netherlands: IRC International Water and Sanitation Centre (Published October 2011). Available at: <<http://www.irc.nl/op47>>.
- Guidelines for documenting program implementation and contextual factors in independent evaluations of the Catalytic Initiative. IIP - Johns Hopkins Bloomberg School Of Public Health. Available at: [https://www.jhsph.edu/research/centers-and-institutes/institute-for-international-programs/\\_documents/rapid\\_scaleup/Documentation\\_guidelines\\_v1.pdf](https://www.jhsph.edu/research/centers-and-institutes/institute-for-international-programs/_documents/rapid_scaleup/Documentation_guidelines_v1.pdf)