

Guidance

Creating your Project Blueprint



The Project Blueprint is a detailed guide to your entire project, from setting up to winding down. We need enough information to understand the child or young person's journey.

It is useful to create your Project Blueprint before you start working with the evaluator on the co-design phase. This gives YEF and the evaluator an overview of your project from start to finish. You can then review and refine the blueprint during co-design as changes are agreed.

Ideally, we would like to see two documents:

- 1 A **process map** or flowchart that clearly shows how participants progress through the project. There's an example at the end of this document.
- 2 A **spreadsheet** that lists every key task required to deliver the project. .

This table below lists tasks that will support your project team to develop a blueprint. The top tips offer some additional guidance.

The process map at the end of the document is an example of how you could present your project.

TASK	TOP TIPS
Organise a meeting with your project team.	This might take a couple of hours. Select and time and date when everyone is available.
Prepare for the meeting by looking at: <ul style="list-style-type: none">♦ the Project Blueprint template♦ the example process map Ensure there is somebody to take detailed notes.	You can use your own templates. If you do, please record the same information that we ask for.
With your project team, discuss everything that needs to happen before, during and after . For every task identified, write down: <ul style="list-style-type: none">♦ Any relevant details♦ The start date♦ The finish date♦ Who is responsible♦ Who else is involved♦ Resources / materials required♦ Target audience (who is it for?)♦ Objectives♦ Short term outcomes♦ Long term outcomes	No detail is too small, we need to know everything. Remember to include the role of partner organisations. Your list should contain every step of the participants journey. Refer to your Theory of Change when thinking about outcomes.

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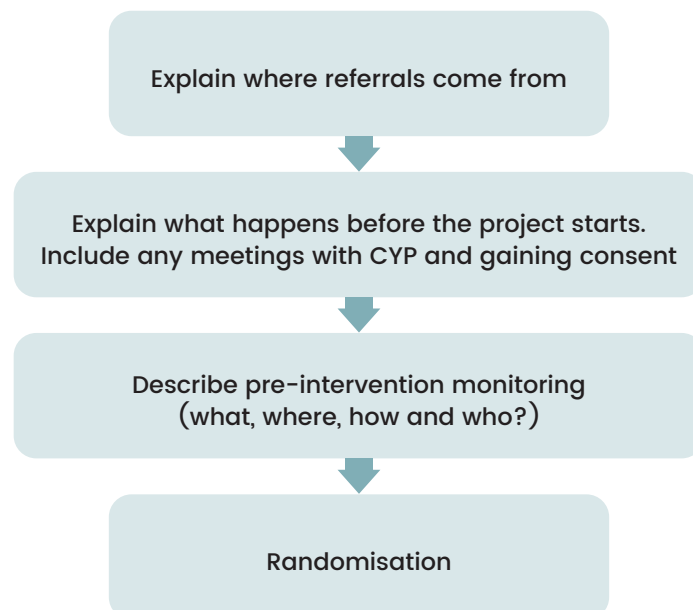
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TASK	TOP TIPS
Go through the tasks above and put them in the order they will happen.	It might be useful to use the headings 'Before', 'During' and 'After'.
Draft a process map or flowchart for your project.	Use the example at the end of this document for guidance.
Complete the YEF Project Blueprint template spreadsheet.	You can use your own template as long as you include all the information we ask for.
Share your draft process map and spreadsheet with YEF. Ask for feedback and amend the documents as required. Review and refine the process map and spreadsheet during co-design as changes are agreed.	Check that the YEF team understands every detail of your project.

Example Process Map

Before



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During

Describe what happens before CYP starts the intervention



CYP starts the intervention (explain what, where, how often and with who?)



Use a separate box for each stage of the intervention



Describe post-intervention monitoring

Describe what happens to the control group



Describe post-intervention monitoring

After

Explain the exit strategy



Describe any post-intervention follow up (what, how and by who?)