



# METHODOLOGY

## STAGE ONE

### WORKSHOP PROCESS - SESSION 1

Pre-reading and workshop material emailed to participants prior.

Working in groups identify the issues (max. of six people supported by a facilitator).

Identify issues, problems and underlying causes.

Issues documented on a whiteboard so all groups can view the same issues simultaneously.

Participants provide one issue each and review shared whiteboard, adding additional issues to address any gaps.

Issues must be clear and succinct, grouped broadly into themes.

### WORKSHOP PROCESS - SESSION 2

Working in the same groups each theme is reviewed. Supported by facilitators each theme can be reorganised, create additional sub-themes, add, reframe and further refine issues to establish context.

Group selects the three most pressing issues for each theme area and each group's three issues are collated into a single list.

### WORKSHOP PROCESS - SESSION 2

Participants review the collated list of issues and are asked to select their preferred six issues.

List is arranged in order of the most frequently selected at the top. Workshop solutions for issues dependent on the number of breakout groups. One issue per group.

Process of working in groups (max. of six people supported by a facilitator) to document:

1. What does success look like around the issue?
2. What can be done in the next four years that would have an impact and move us towards success?

### OUTPUTS:

*Stage One Workshop Reports*

## STAGE TWO

### WORKING GROUP PROCESS – PART A

Technical working groups of 4-6 people undertake fact finding and exploration of solutions mapped in first stage.

One technical working group per impact area.

Hub facilitates and oversight of Technical Working Groups

Challenge current ideas, brainstorm initial and new ideas and test through workshop process.

Identify linkages and overlaps.

Outputs are a prototype of a high-level program of works with draft activity work plans (AWP) and include set of activities, resource requirements and initial partners identified.

### WORKING GROUP PROCESS – PART B

Second online workshop to present prototype findings.

Workshop to remove any overlaps and identify gaps.

Identification of project/program partners and additional stakeholders.

Workshop output is for support for reviewed and where necessary revised prototype.

Revisit outcome statement for each impact area and revise/confirm.

### OUTPUTS:

*Stage Two Working Group Reports*  
*Final Programs of Work as Activity Work Plans*

## STAGE THREE

The process to confirm and articulate:

- Vested interests
- Implementation partners
- Additional partners and investors to amplify the impact

Detailed project activity, budgets and partners confirmed.

Social science analysis of intended and agreed outcome statements.

Monitoring, Evaluation and Learning (MEL) planning

Identification of linkages and duplication across all themes.

Consolidation of programs of work including enabling activities and functions.

### OUTPUTS:

*Stage Three Reports*  
*Final Investment Plan*



Australian Government  
Department of Agriculture,  
Fisheries and Forestry

