



# ALIGNMENT WORKSHOP

An alignment workshop:

- Lays the foundation for a successful HCD project
- Clarifies project outputs, outcomes and goals
- Assigns roles and responsibilities and clear expectations

The workshop centers on identifying a 'vision of perfect' - a group definition of project success.

### OBJECTIVE

Experts in WASH and design often speak different 'languages'. Use this workshop to get everyone on the same page and to align objectives.

### WASH-HCD CONNECTION

Aligning language and objectives is a key challenge in multi-stakeholder teams. Use this workshop to get managers, WASH experts and designers on the same page.

### TIMING

Approximately 1 - 1.5 hours

### MATERIALS

- STICKY NOTES OR ONLINE COLLABORATION TOOL
- PENS OR PENCILS (IF IN PERSON)



### STEPS

- 1. Identify key stakeholders.** Start by identifying the key internal and external stakeholders who should lead the leadership of the HCD process. Think inclusively about the different skill sets, teams and experiences which offer value to the process. Knowledge of HCD or of WASH is not required.
- 2. Prepare for the Alignment Workshop.** Next, get ready for the workshop:
  - a. Book a collaborative space
  - b. Invite participants in advance
  - c. Share pre-reading materials with participants
  - d. Prepare for inclusive participation - review all tools and processes
- 3. Conduct the Alignment Workshop.** An alignment workshop contains six parts:
  - a. Introductions
  - b. Broader project goals and objectives
  - c. 'Vision of perfect'
  - d. Expectations and outputs
  - e. Roles and responsibilities
  - f. Timeline, key dates, and deliverables
  - g. Questions/concernsBe sure to think inclusively about who participates, speaks and makes decisions.
- 4. Follow up with stakeholders.** After the workshop, send all relevant materials to the stakeholders. Ideally, store everything in a shared drive. You may also choose to add key dates to a group calendar.