Tool 1

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| **Have you decided how to…** | **Stage and tool** | **How are you doing this?** | **Who should be involved?** | **When are you going to do this?** |
| Build the process into planning, monitoring and evaluation? | Stage 1 Planning Tool 1 |  |  |  |
| Make choices about what matters most together and create your Compass? | Stage 2Tools 2 and 3  |  |  |  |
| Capture conversations, ideas and learning? | All stages |  |  |  |
| Use your Compass as you go along? | Stage 3Tool 4 |  |  |  |
| Explore what you did and whether it was the best it could be? | Stage 4 Tool 5 |  |  |  |
| Build learning into the next project | Stage 5 Tool 6 |  |  |  |