

TOOL 4C Documenting Learning

STEP 1: SET YOUR LEARNING QUESTIONS FOR SCALE-UP

Consider horizontal factors, vertical factors, risks, and preconditions related to achieving your action-plan results through adaptation and scale up. What do you want to monitor? What are you curious about? Where are you unsure? *Those are the places to write a learning question.*

STEP 2: COMPLETE ONE REFLECTION SHEET PER LEARNING QUESTION

Using 1 of your learning questions, fill out this worksheet periodically. *A blank worksheet is included on the following page.*

Documenting Learning Worksheet

DATE OF THIS REFLECTION	PERIOD OF REVIEW
LEARNING QUESTION:	
WHAT HAPPENED?	
WHAT WORKED?	
WHAT DIDN'T WORK?	
WHAT DO WE DO NOW? ACTION STEPS.	
CHECKING OUR PROGRESS	
DATE	WHAT NOW?
DID WE COMPLETE THESE ACTION STEPS?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	

INSPIRE | Guide to Adaptation and Scale Up Worksheet for Tool 4C: Documenting Learning

STEP 3: REGULARLY UPDATE YOUR LEARNING

Repeat this process regularly. Go back to your prior sheets as a starting point.

Documenting Learning Worksheet

DATE OF
THIS REFLECTION

PERIOD OF
REVIEW

LEARNING
QUESTION:

WHAT HAPPENED?

WHAT WORKED?

WHAT DIDN'T
WORK?

WHAT DO WE DO
NOW? ACTION
STEPS.

CHECKING OUR PROGRESS

DATE

WHAT NOW?

.....
DID WE COMPLETE THESE ACTION STEPS?

YES

NO