## Framework for project planning

### Objective 1
Include financial and non-financial resources needed for the whole project including dissemination activity.

Include any formal and informal dissemination plans or suggestions for how the research knowledge could be translated.

Record here all the ways that the research knowledge could be utilised by different stakeholders.

### Objective 2

### Objective 3

### Objective 4

### Objective 5

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* consider social, economic and environmental impacts as part of this
We envisage that this will be an interactive tool in web-based toolkit

The purpose of the strategy is to identify, follow and maintain your ‘routes to impact’. There are some key stages to successful knowledge translation: outline clear, specific objectives for the strategy itself; the transfer activities within the strategy (eg conference); develop overarching/key messages; know your maximum potential audience; monitor and evaluate (to measure success).

<table>
<thead>
<tr>
<th>Target audience</th>
<th>Purpose*</th>
<th>Tools/ method**</th>
<th>Outputs needed</th>
<th>Key messages</th>
<th>Date/venue</th>
<th>Resources needed</th>
<th>Actions to be completed and dates</th>
<th>Evaluation method</th>
</tr>
</thead>
</table>


** Conference/workshops or seminars/full and summary report/issue-based briefing papers/expert panel or reference group/media/press release/interactive website/email newsletter/individual or sub-group meetings/capacity-building clusters etc
We envisage that this will be an interactive tool in web-based toolkit

Record this within your knowledge translation strategy (see Stage 4).

<table>
<thead>
<tr>
<th>Named stakeholders (internal and external)</th>
<th>What is their role?</th>
<th>What are their needs?</th>
<th>What are their expectations?</th>
<th>Knowledge exchange activity</th>
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Knowledge translation does not always, or only, happen as a result of formal dissemination activities.

Knowledge translation is often a result of engagement, brokerage and existing networks and connections.

Systematic pre-planning and effective knowledge translation processes are key to creating reach and impact from the research/project.

- **Multi-agency/cross-sector relationships**
  - Can be both a facilitator and barrier to research utilisation and impact.

- **Relative size of the sector**
  - A small number of organisations in a sector might mean: tight network of practitioners and service providers; shared understanding of developments in the field; more resource to develop research/project scope (cross-boundary/partnership working).

- **Existence of champions**
  - Research is more likely to be grounded and transferred into policy or practice when there are champions within the field that can make things happen.

- **Independent status and reputation**
  - Research evidence is more likely to be used if the source is seen as free from political influence.

- **Research planning, commissioning and governance**
  - Systematic pre-planning and effective knowledge translation processes are key to creating reach and impact from the research/project.

- **Dissemination activities**
  - (of researcher, research funder or other)
  - Knowledge translation does not always, or only, happen as a result of formal dissemination activities.

- **Quality, timeliness and accessibility of research**
  - A combination of timing, credibility plus support to fit the ‘pieces of the jigsaw’ together.

- **Political context**
  - Building a body of good quality research addressing clear local knowledge gaps is more likely to influence policy or practice when the time is right for change than using political context as the key driver for the research/project.

- **Networks and connections**
  - (of researcher and/or research funder)
  - Knowledge translation is often a result of engagement, brokerage and existing networks and connections.