Prototype guide:

**First rule of prototyping, don’t fuss about getting everything right the first try!** There will be fields that you don’t know don’t understand or simply can’t find. Let them be and use your limited time to get as much information as possible

Now that we have gotten that out of the way I want to take you through a brief step by step process to getting your first project info into the prototype sheet (and then into Aidstream).

1. Make Time! Gathering the project information layed out in the [prototype template](https://partos.nl/system/files/ckeditor/files/Prototype%20template_IATI%20fields%20simplified.xlsx) (see tab 3 for an example) can take anywhere between 3-12 hours.
2. Quickly familiarize yourself with the IATI fields by checking out the simplified IATI field overview in the prototype template.
3. Set out to find a prototypical (as in a ‘normal’) project that you will use in the prototyping sessions
4. Open up the prototype sheet in the prototype template
5. Start with the most basic information available on the project such as:
   1. Organisation number (KVK number)
   2. Project number
   3. Title
   4. Description
   5. Status of the project (planning, implementation, completed etc.)
6. Move on to information that might be harder to find but you know is “out there somewhere” such as:
   1. Participating organization
      1. Who is funding this
      2. Who is implementing this
   2. Activity date
   3. Country
   4. Sectors
   5. See the template for all the fields for the prototype session
   6. Be sure to fill in the column marked (How hard was it to get the data?), as this will be valuable input for the requirement analysis.
7. Fill in as many of the field as you can
8. Set up an Aidstream account on [www.aidstream.org](http://www.aidstream.org)
9. Go to a Partos session on Aidstream and we’ll help you get a real live XML of your prototype.