



Step 3: SCHEDULE

What does it entail

Create a schedule for meetings to understand the Design Partner organisation through the lense of various stakeholders. For scheduling we need to

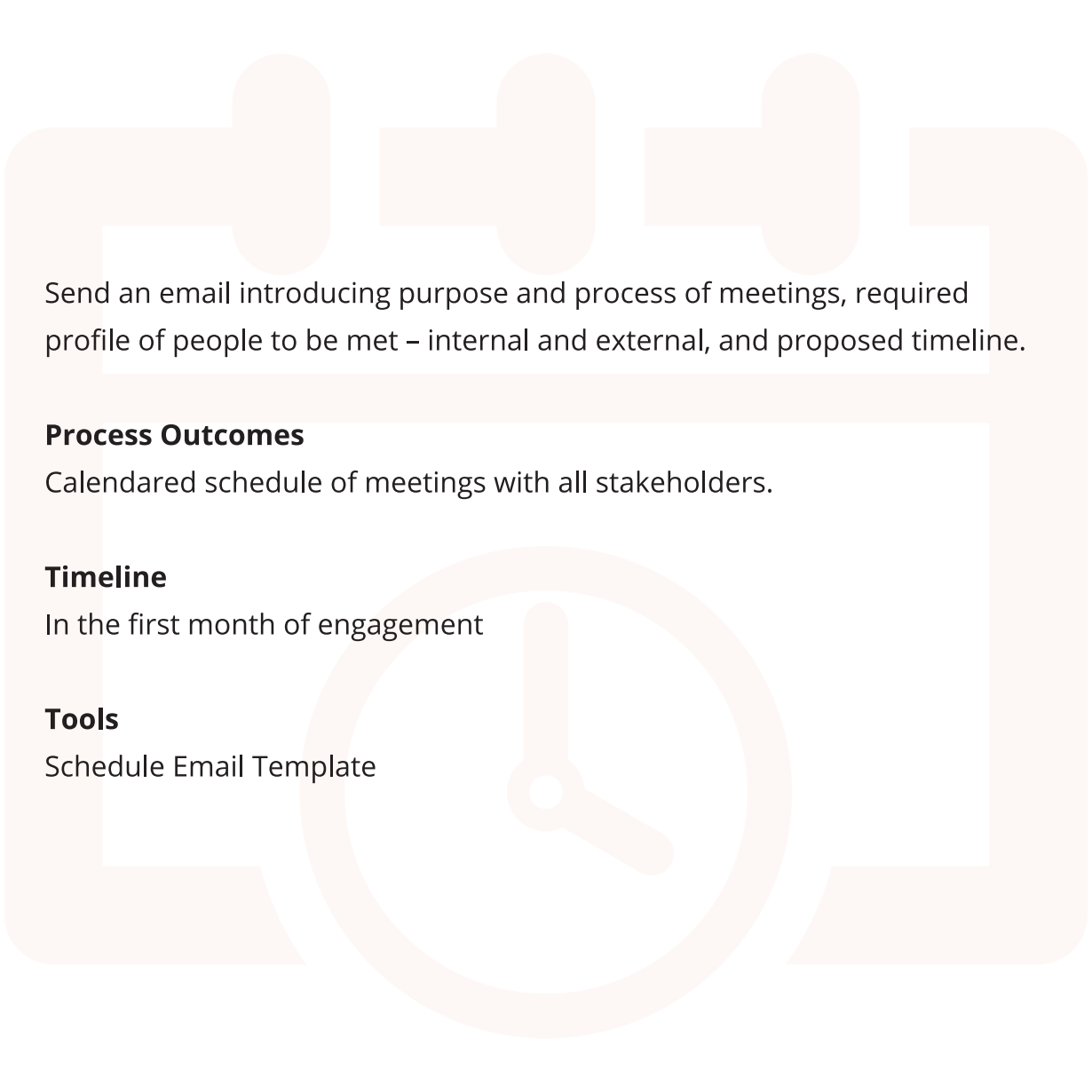
- Clarify Purpose and Process of research with the Design Partner
- Negotiate lists of participants to get a comprehensive 360 degree view of the DP organisation
- Create an agreed upon timeline for the meetings
- Schedule one on one conversations

Who does it involve

Identify a single point of contact at the DP to coordinate the schedule, usually appointed by someone in a leadership position in the DP org.

How do we do it

MJM node to schedule and co-ordinate the meetings with the organisation and the Lead Partner Team



Send an email introducing purpose and process of meetings, required profile of people to be met – internal and external, and proposed timeline.

Process Outcomes

Calendared schedule of meetings with all stakeholders.

Timeline

In the first month of engagement

Tools

Schedule Email Template