Knowledge Translation Planning Tool

This tool brings together information that is useful for the development of a knowledge translation (KT) plan. It can be applied to a specific project or to team program. In both cases, it is advisable to fill it out as a group to further the reflective process. In addition, it is preferable to make use of it at the start of a project, to allow users' needs to be taken into account at the beginning of content production and to facilitate the involvement of users early in the process. The chart can be adapted as needed.

ADDITIONAL TOOLS

1. *Facilitating a Knowledge Translation Process* (INSPQ 2013)
2. *Summary Diagram in Facilitating a Knowledge Translation Process* (INSPQ 2013)
3. *Decision-Making Support Tool for Knowledge Translation* (INSPQ, 2013)
4. *Cadre de référence sur l'analyse de besoins de formation – volet formation continue* (INSPQ 2008)

KEY INFORMATION

PROJECT TITLE

_____

WORK TEAM

_____

OVERALL GOAL OF KT
→ Refer to the document *Decision-Making Support Tool for KT*, INSPQ, 2013

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RESULTS OF NEEDS ANALYSIS OF TARGET AUDIENCE(S)

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RESULTS OF CONTEXT ANALYSIS
→ Refer to Table 2 "Determinants of the KT process," in *Facilitating a Knowledge Translation Process*, INSPQ 2013, p.28

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Structuring the KT process

The first part of the chart is aimed at structuring the KT process around the main components to be taken into account when facilitating a KT process. These components are described in greater detail in the document entitled *Facilitating a Knowledge Translation Process: Knowledge Review and Facilitation Tool*, available at the following web address: www.inspq.qc.ca/pdf/publications/1628_FaciliKnowledgeTransProcess.pdf

Operationalization of the KT process

The second part of the chart is used to operationalize the KT process. It assists in planning KT strategy implementation, task performance, scheduling, production of deliverables, and resource mobilization.

KNOWLEDGE PRODUCTS

TO BE PRODUCED

When the knowledge products are not pre-existing:

1 What are the knowledge needs underlying the knowledge to be translated?

2 Is it possible to involve potential users (e.g.: stakeholders, managers, decision makers) at the content production stage?

3 Specify the desired level of involvement (e.g.: beginning with formulation of the research question, with the choice of method, with the interpretation of results, etc.).

TO BE "SHARED"

4 What knowledge products or knowledge elements are to be shared?
Note: You can indicate the type of knowledge (e.g.: research-based, based on data analysis or tacit) to be shared, the type of publication involved (e.g.: report, advisory, reference framework, etc.) or the title of the document.

5 Using this list, can you set priorities based on the established timelines, the scope of the documents or their relevance to users?

6 What are the key elements of the products to be shared?

TARGET AUDIENCES

7 For each target audience, specify their main characteristics (knowledge of the issue, interest, preferences regarding content presentation, number of persons to reach, etc.) and the specific objective targeted (e.g.: disseminate, influence, improve practices, etc.).

ACTORS TO INVOLVE

8 What actors should be involved (e.g.: stakeholders, decision makers, managers, etc.) and what role(s) will they play (e.g.: person in charge of the KT process, partner, communicator, co-producer, etc.)?

9 Are there other persons who could facilitate your access to the target audiences (potential messengers, "champions")?

PRODUCT 1

PRODUCT 2

AUDIENCE:

CHARACTERISTICS:

SPECIFIC OBJECTIVE TARGETED:

IMPLEMENTATION OF KT STRATEGIES

17 For each KT strategy chosen, indicate the main steps to be carried out.

PERSONS RESPONSIBLE FOR THE KT PROCESS

START AND FINISH

	Start date	End date

STRATEGY 1

STEP 1

STEP 2

KT STRATEGIES

10 Which strategy or strategies seem the most appropriate for each target audience and each topic (as dictated by the case)? (Refer to the *Decision-Making Support Tool for KT*).

11 Distinguish pre-established strategies from strategies to be developed.

12 At what point is it preferable to implement the various strategies?

13 Are there institutional communication actions to be carried out (press releases, press conferences, media interviews, etc.)?

PRE-ESTABLISHED STRATEGIES

STRATEGIES TO BE DEVELOPED:

WHEN:

EVALUATION

KT PROCESS

14 How do you plan to evaluate the KT process?[1]

a *Reach indicators: e.g.: number of copies distributed, number of requests, number of consultations/downloads, media exposure, etc.*

b *Usefulness indicators: e.g.: degree of satisfaction, awareness of the existence of knowledge and intention of using it, perceived usefulness of knowledge.*

c *Use indicators: e.g.: number of content adaptations, of citations, of persons using the knowledge to inform decision making, to develop training sessions, to improve practices, etc.*

d *Partnership indicators: e.g.: presence of ongoing interaction mechanisms, of partnership agreements, of products and services developed in collaboration with partners, etc.*

TARGETED RESULTS AND EXPECTED IMPACT

15 In what way(s) will the target audiences benefit from the translated knowledge?

16 What is the expected impact of your KT process on the following levels:

- scientific (e.g.: advancement of knowledge)?
- professional (e.g.: improvement of practices)?
- organizational (e.g.: involvement of key actors)?
- socio-political (e.g.: influence on public opinion)?

DELIVERABLES

REQUIRED RESOURCES

18 *Resources:*
- *human?*
- *financial?*
- *material (e.g.: equipment, etc.)?*
- *informational (e.g.: technology, software, etc.)?*

Budget:
- *seeking funding?*
- *operating budget?*
- *…*