

# PLANNING FOR PARTICIPATORY PROJECTS



## PROJECT LEAD

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How do you see yourself within your own project?  
Insider? Outsider? Artist? Curator?

## PARTICIPANTS

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Who do you want to involve? Are they collaborators? Story-makers? Talent? Interviewees?

## PARTNERS

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Who do you need to help you make this happen?  
Are they accountable to others?

## INFLUENCERS

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Who else will have an impact on the project? How will you manage this?

## AUTHORSHIP

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Who will own the work? When will this be decided? How will your guiding principles inform the decision making processes for the project?

## AUDIENCE

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What is the targeted audience for this project?  
Will your targeted audience confront issues around access?

## POWER

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How will your guiding principles inform the decision-making processes? How will you hold yourself accountable to your guiding principles?

## IMPACT

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What is the desired impact of your work?  
Changing behaviours, minds, structures?

## METHODS

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What method might best enable you to serve your goals?

## OUTPUT

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What is the output that will serve your target audience? What outputs might your partners want? Do you have the skills/finances to make this happen or do you need to team up with others who do?

## OUTREACH

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Where do you want this project to go?  
For example: schools, galleries, conferences, community centres?



# PLANNING PARTICIPATORY PROJECTS

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Your name \_\_\_\_\_

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Date & place of project \_\_\_\_\_

Please write a short project description:

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Why are you well-positioned to do this research? What kind of “contribution” will your research or research-creation make and for whom?

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Which research, media, artistic, or political “conversations” are you entering? Do you want to enter, extend it, change the terms/rules of the conversation?

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Do you have the necessary skills and finances to realize your project, or will you have to seek external support?

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# YOUR PEOPLE

who will you work with?

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PARTICIPANTS 5

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PARTNERS 6

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INFLUENCERS 8

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AUTHORSHIP 9

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AUDIENCE 10

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# PROJECT LEAD

# YOUR PEOPLE

How do you identify within your own project?  
Select all that apply.

NOTES

Artist/Director

Convenor

Activist

Curator

Educator

Researcher

Other \_\_\_\_\_

In what ways are you an insider?

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In what ways are you an outsider?

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What are your priorities and/or guiding principles? (aesthetics, activist, design justice, feminist, community, environmentalist, anti-racist, etc.) How will they shape how you structure your work?

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# PARTICIPANTS

# YOUR PEOPLE

Who do you want to involve in your project?  
How do you see those involved? Are they:

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Partner/co-creator

Subjects

Participants

Collaborators

Story-makers

Talent

Interviewees

Other \_\_\_\_\_

How might your participants benefit from being involved in your project?

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When do you plan to involve participants?

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How will you seek consent among participants? (Ethics protocol, community consultation, etc.?)

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Who do you need to help you make this happen?

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Peers/Colleagues

Volunteers

Technical Support

Outreach Partners

Advisory Board

Other \_\_\_\_\_

What sort of technical support will you need?

How will your guiding principles help determine who you hire?

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What incentives will motivate people to get involved with your project?

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How do you imagine the project being stronger based on your partner's involvement? How might your partners benefit from your project?

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Are your partners accountable to others (ex. board of directors, local authorities, elders)? If so, how?

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How will you account for the additional time necessary to build and sustain meaningful partnerships?

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Who will have influence on the project?

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- Academic Advisors
- Ethics Board
- Community Elders/advisors
- Funding Bodies
- Advisory Board
- Other \_\_\_\_\_

How will you manage the relationship between these influencers and your project? Will influencers have a say about how the project evolves?

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Will you organize feedback sessions? How will you clearly explain the purpose of a feedback session and how their feedback might or might not be integrated in the final project?

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Who will own the final product?

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- Individual Authorship
- Co-Authorship
- Open Source
- Other \_\_\_\_\_

Who will own or manage the raw data?

- Individual Authorship
- Co-Authorship
- Open Source
- Other \_\_\_\_\_

Who will make decisions about distribution?

- Individual Authorship
- Co-Authorship
- Open Source
- Other \_\_\_\_\_

When will this be decided and discussed?

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What is the targeted audience for this project?

NOTES

- Local
- Regional
- International
- Intimate/Limited
- Informed
- Uninformed
- Decision Makers
- Other \_\_\_\_\_

Describe your ideal niche audience. How did you come to this?

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Will your targeted audience confront issues around access?  
If so, how? (Physical, geographic, economic, identity, etc.)

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# YOUR PROCESS

how will you work?

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OUTREACH 18

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Which decision-making models will you employ? Often, these models overlap.

- Horizontal (consensus/group determined)
- Vertical (executive decisions)
- Implicit (intuitive)
- Explicit (documented and shared)
- Other \_\_\_\_\_

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How do your guiding principles inform the decision making processes for the project? When and how will you discuss decision-making methods with your partners and participants?

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How will you hold yourself accountable to your guiding principles? I.e. What are the “checks and balances” in place?

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Do you have protocols in place for resolving conflicts?

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What is/are the desired impact/s of your work?

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|---|--|
| <input type="radio"/> Build relationships and trust | <input type="radio"/> Engage political process (vote, protest, etc.) |
| <input type="radio"/> Empower your participants     | <input type="radio"/> Change people's way of thinking (culture)      |
| <input type="radio"/> Change the law or a policy    | <input type="radio"/> Shake up power dynamics (equity)               |
| <input type="radio"/> Educate a target audience     | <input type="radio"/> Build capacity / skill development             |
| <input type="radio"/> Capture media attention       | <input type="radio"/> Knowledge contribution                         |
| <input type="radio"/> Shift a specific behaviour    | <input type="radio"/> Build awareness                                |
| <input type="radio"/> Raise money for a cause       |  |
| <input type="radio"/> Foster sustainable methods    |  |
| <input type="radio"/> Other _____                   |  |

Is your desired impact focused on:

- The process
- The outcome
- Both

What impact are you hoping to make and how will you strive to achieve it?

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# METHOD (1/2)

# YOUR PROCESS

A method is an approach to working. It can be conceptual or practical (such as an interview). What method/s might best enable you to serve your goals?

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How do your methods serve your message or form?

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How will you use genre, form or aesthetics to approach the project?  
(For example, informal/DIY/improv approaches versus formal/rehearsed/slick approaches)

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Does your approach fit the expectations of your targeted audience?

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How will you get feedback throughout the process and who will you get feedback from?

- Insider
- Outsider
- Individual
- Group
- Formal
- Informal

What might be your milestones throughout the process? Mark them on this timeline here, and make sure to include anticipated dates.



What is your desired output?

- |  |   |  |
|--|---|--|
| <input type="radio"/> Film                           | <input type="radio"/> App                   | <input type="radio"/> Poster             |
| <input type="radio"/> Zine                           | <input type="radio"/> Graphic novel         | <input type="radio"/> Live event         |
| <input type="radio"/> Exhibit                        | <input type="radio"/> Blog                  | <input type="radio"/> Data visualization |
| <input type="radio"/> Podcast                        | <input type="radio"/> Social media campaign | <input type="radio"/> Soundscape         |
| <input type="radio"/> Website                        | <input type="radio"/> Manifesto             | <input type="radio"/> Workshop           |
| <input type="radio"/> Photography                    | <input type="radio"/> Installation          | <input type="radio"/> Wearable           |
| <input type="radio"/> AR/VR                          | <input type="radio"/> Publication           | <input type="radio"/> Open source code   |
| <input type="radio"/> Performance art                | <input type="radio"/> Game                  | <input type="radio"/> Map                |
| <input type="radio"/> Educational tool<br>(syllabus) | <input type="radio"/> Musical               | <input type="radio"/> Script             |
| <input type="radio"/> Other _____                    |   |  |

From the above list:

Mark your desired output with an "T" (Instigator)

What is the output that will best serve your target audience? Mark this output with an "A" (Audience)

What outputs might your partners want? Mark this output with a "P" (Participant)

How might you negotiate if your partners, your participants, or your influencers are invested in different outputs?

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Scale up! What is the project in its most expansive form?

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Scale down! What is the project in its most basic form?

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Where do you want this project to go?

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- School
- Festival
- Community
- Government
- Gallery/Museum
- Online (social media)
- Journal/Publication
- Other \_\_\_\_\_

Describe your launch event/ideal first publication.

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Have you considered any physical, economic or cultural barriers that might prevent your target audience from engaging with the work?

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## WRITTEN BY ELIZABETH MILLER AND DORIT NAAMAN

Elizabeth Miller, MFA  
Full Professor, Concordia University  
[lizmiller.concordia@gmail.com](mailto:lizmiller.concordia@gmail.com)

Dorit Naaman, PhD  
Full Professor, Queen's University  
[naamand@queensu.ca](mailto:naamand@queensu.ca)

## DESIGN BY NATASHA WHYTE-GRAY

[natashawhyte.com](http://natashawhyte.com)