Digital Community Systems Design and Planning Workshop Agenda Template

Aim: _____

The workshop objectives are to:
1. _____
2. _____
3. _____
4. _____

Time	Session	Description	Format
Day 1: Welcome; Vision for person-centered integrated digital systems; Ecosystem mapping			
Welcome			
08:00-08:30	Registration	Sign in and breakfast	
08:30-08:50	Welcome	Welcoming remarks from the host	**PLENARY**
08:50-09:20	Introduction	Housekeeping and logistics announcements Introductions at small tables Review of participants expectations from the workshop	**PLENARY**
09:20-09:30	Workshop objectives	Review goals and objectives for the workshop	**PLENARY**
Vision for person-centered integrated digital systems			
9:30-9:45	User Universe	Introduction to the "User Universe" and use cases	**PLENARY**
09:45-10:00	Country Case Study - 1	A presentation from a country advanced in the implementation of digital community health system	**PLENARY**
10:00-10:15	Country Case Study - 2	A presentation from a country advanced in the implementation of digital community health system	**PLENARY**
10:15-10:30	Case study Q&A	Q&A with country case study presenters	**PLENARY**
10:30-10:45	Wall time	Country break outs to reflect on global examples	**WALL**
10:45-11:00	TEA BREAK (15 mins)		
Ecosystem mapping - understanding the baseline			
11:00-11:15	Session overview	Review the maturity model concept and key terms Refresher on the methodology for baseline assessments	**PLENARY**
11:15-12:35	Ecosystem analysis presentation	Country presentation on ecosystem stocktaking and baseline results	**PLENARY**
12:35-13:00	Q&A	Facilitated Q&A: supporting knowledge sharing and exploration of lessons learned	**PLENARY**
13:00- 14:00	LUNCH BREAK (60 mins)		
14:00-15:00	Country exercise	Exercise: Charting Our Course: Understanding the Current State and Envisioning the Future State	**WALL**

15:00-15:15	TEA BREAK (15 mins)		
15:15-16:15	Partner and donor panel discussion	Panel discussion on the importance of coordination, collaboration, and user-centered approaches (TBC: World Bank, UNICEF, Global Fund, and USAID)	**PLENARY**
16:15-16:25	Summary	Day 1 summary, the introduction of optional deep dive session, teaser for Day 2	**PLENARY**
16:25-16:30	Day 1 survey	Day 1 participant survey	**INDIVIDUAL**

Day 2: Understanding the user and developing priority use cases			
Time	**Session**	**Description**	**Format**
07:45-08:30	Optional Deep Dive	Deep Dive 1: Understanding the ecosystem and looking at current examples of unified digital systems	**INFORMAL LEARNING SESSION**
Understanding the user			
08:30-08:40	Scene setting	Overview of Day 1 concepts Introduce theme for Day 2: User personas and use cases Show brief teaser video	**PLENARY**
08:40-09:00	Introduction to user personas	Brief presentation on "user universe"	**PLENARY**
09:00-10:30	Country exercise	Country group exercise developing user personas in the digital community system space	**COUNTRY GROUP EXERCISE/ WALL**
10:30-10:45	TEA BREAK (15 mins)		
10:45-11:30	Sharing personas	Country groups present their user personas (5 mins per country)	**PLENARY**
Developing and prioritizing use cases			
11:30-11:45	Introduction to use cases	Brief presentation on use cases using the "user universe"	**PLENARY**
11:45-13:00	Country exercise	Country group exercise developing use cases for user personas	**COUNTRY GROUP EXERCISE/ WALL**
13:00-14:10	LUNCH BREAK (70 mins)		
14:10-14:20	Prioritizing use cases	Brief presentation on prioritization of use cases based on country strategies and program priorities	**PLENARY**
14:20-15:20	Country exercise	Country group exercise: Priority plunge	**COUNTRY GROUP EXERCISE/ WALL**
15:20--15:30	TEA BREAK (10 mins)		
15:30-16:00	Prioritized use cases	Each country shares prioritized use cases	**PLENARY**
16:00-16:30	Functionalities overview	Brief presentation and group discussion on functionalities	**GROUP DISCUSSION**
16:30-16:40	Summary	Day 2 summary, introduction of optional deep dive session, teaser for Day 3	**PLENARY**
16:40-16:45	Day 2 survey	Day 2 participant survey	**INDIVIDUAL**

Time	Session	Description	Format
Day 3: Governance and coordination; Technical optimization			
07:45-08:30	Optional Deep Dive	Deep Dive 2: Refining Functional Requirements and Understanding User Stories	**INFORMAL LEARNING SESSION**
Governance and coordination			
08:30-08:45	Scene setting	Review Day 2 concepts Introduce theme for Day 3: Governance and coordination	**PLENARY**
08:45-09:15	One budget, one workplan, one report	Demonstrating the importance of collaboration, coordination, and centering governance in the user universe	**PLENARY**
09:15-10:45	Country exercise	Country group exercise to identify challenges and opportunities and map action steps	**WALL**
10:45-11:00	TEA BREAK (15 mins)		
11:00-12:00	Country exchanges	Participants share their country's challenges, opportunities, and planned next steps	**SMALL GROUP EXERCISE**
12:00-13:15	LUNCH BREAK (75 mins)		
Technical operationalization			
13:15-14:15	Translating ideas into reality	Presentation on translating human elements of governance and coordination into technical reality	**PLENARY**
14:15-15:00	Global goods and tool selection	Presentation of tool selection guidance documents and facilitated discussion on global goods approach	**PLENARY**
15:00-15:30	Q&A	Q&A on architecture, standards, global goods, and other information	**PLENARY**
15:30-15:45	Summary	Day 3 summary, introduction of optional deep dive session, teaser for Day 4	**PLENARY**
15:45-15:50	Day 3 survey	Day 3 participant survey	**INDIVIDUAL**

Day 4: Ecosystem considerations; Monitoring progress and continuous learning			
Time	**Session**	**Description**	**Format**
07:45-08:30	Optional Deep Dive	Deep Dive 3: Standards, SMART guidelines, and open source/ open architecture systems and tools	**INFORMAL LEARNING SESSION**
Ecosystem/Enabling environment			
08:30-08:45	Scene setting	Overview of Day 3 concepts Introduce Day 4 theme: Enabling environment	**PLENARY**
08:45-09:15	Enabling environment factors	Presentation on the user universe in the context of the broader ecosystem	**PLENARY**
Monitoring progress and continuous learning			
09:15-9:30	Indicator mapping	Presentation on monitoring progress and continuous learning	**PLENARY**
09:30-11:00	Country exercise	Country group exercise to create country indicator tables to monitor progress for different components of the maturity model	**COUNTRY GROUP EXERCISE**
11:00-11:15	TEA BREAK (15 mins)		
11:15-12:30	Facilitated discussion	Country groups share indicators Facilitated discussion to agree on 2-4 common indicators that can be tracked across all countries	**FACILITATED DISCUSSION**
Digital Community system vision			
12:30-12:45	Defining your vision	Presentation of vision process and examples from other countries	**PLENARY / WALL**
12:45-13:45	LUNCH BREAK (60 mins)		
14:30-16:30	Country exercise	Country teams prepare their presentations for Friday plenary	**COUNTRY GROUP EXERCISE**
	WORKING TEA		
16:30-16:40	Summary	Day 4 summary, introduction of optional deep dive session, teaser for Day 5	**PLENARY**
16:40-16:45	Day 4 survey	Day 4 participant survey	**INDIVIDUAL**

Day 5: Ecosystem; Monitoring progress and continuous learning; Vision			
Time	Session	Description	Format
07:45-08:30	Optional Deep Dive	Deep Dive 4a: Ecosystems considerations - Costing digital interventions Deep Dive 4b: Ecosystem considerations - AI and ML an introduction and in action	**INFORMAL LEARNING SESSION**
Ecosystem and Enabling Environment			
08:30-08:35	Opening	Introduction to country presentations	
08:35-09:20	Country-A	Country presentation (30 min presentation, 15 min Q&A)	
09:20-10:05	Country-B	Country presentation (30 min presentation, 15 min Q&A)	
10:05-10:20	TEA BREAK (15 mins)		
10:20-11:05	Country-C	Country presentation (30 min presentation, 15 min Q&A)	
11:05-11:50	Country-D	Country presentation (30 min presentation, 15 min Q&A)	
11:50-12:35	Closing remarks	Group reflection, closing, and thank you	
12:35-13:35	LUNCH		