[PROJECT NAME]

Research Project Design Document

Date completed:
Team members completing this (name, role)

Background

Discovery
What did the discovery phase entail? What are the key findings? / What are the core user needs of the audience?

Alpha project goals
Provide a brief summary of the research goals, now that you have completed the discovery phase.

Key audiences
Summarise what you learnt from the scoping or discovery phase about who are the key audiences for the research and what do they want to learn/do as a result of the project.

Primary audience:
What they can learn from the project:

Secondary audience:
What they can learn from the project:

Key literature or project examples
Identify several key existing research, projects or websites which set the scene for this research and a brief statement about why they are important. Check for existing ODI research, research from people in our network, and publicly available research.

Research Focus

Problem statement (see the Guide to developing a research question)
What is the problem you want to address through the research project? Define clearly what you perceive as wrong, missing or what requires changing.

Project Hypothesis and link to the ODI theory of change

What is the hypothesis of the project as a whole? What do we think the consequence of doing this work will be?

Our hypothesis is that:

if we
- xx

this will
- xx

which will
- xx

ultimately contributing to
- xx

Assumptions
Explain some assumptions you have made with your hypothesis. Also, describe what could go wrong if these assumptions prove false.

Value to the ODI/ Links to the ODI theory of change [ODI strategy]
Explain how answering these research questions align with and contribute to the ODI strategy, vision and theory of change.

If this is a project within the UK-government funded R&D programme then refer specifically to the three R&D themes of: **data as infrastructure**; **supporting innovation, businesses growth and trade**; *and* **data sharing and trust***.*

Main research question (see the Guide to developing a research question)
This should be a single overarching question which logically follows the research goals and problem statement. The research question should relate to the hypothesis and focus it into a question that can be answered by using specific methods.

Research questions (see the [Guide to developing a research question](#))
A set of three to five sub-research questions or hypotheses that frame the purpose of your research and break down the main research question in more detail.

Value to key audiences
Explain how the improved tools and the answering these research questions will add value to your intended audiences. What do you hope they will do with the findings, or what knowledge and understanding they will gain as a result.

Methods

Methods choice (see the [Guide to research methods](#) and [open guides sheet](#))
What methods are you going to use to achieve the project objectives? For each, provide some detail about how you will deliver them.

Methods rationale (see the [Guide to research methods](#))
Why did you choose these methods and approach to using them? What other methods did you rule out?

Participant 'types' (see the [Guide to sampling](#))
Describe the key participants in your research, summarising their characteristics. Do you have any targets for the proportions involved in the research? How will you ensure diversity?

Sampling and recruitment (see the [Guide to sampling](#))
How will you identify and recruit your research participants? Will you use, or expand, the ODI's network as either research participants or as part of the team doing research?

Limitations
What are the main limitations of your methodology, sampling and recruitment in terms of the quality of information gained to answer the research question.

Informed consent (see the [Guide to informed consent](#))
What process will you follow to capture informed consent and how will you record this? If you are not able to gain informed consent in full, provide a rationale here

Incentives (see the [Guide to Research Incentives](#))
Why will people want to take part in the research? Will you provide any financial incentives and how?

Research tools, design and piloting
Who will be involved in designing and peer-reviewing research tools (such as interview guides, survey questions)? How will you pilot them? If you have any drafts of these tools, please provide links.

Data analysis (See the [Guide to Analysing Qualitative Data](#), [other resources here](#))
How do you plan to analyse and bring the data together?

Time, budget and resources and skills
Do you have any concerns about time, budget, resources, skills or knowledge to deliver the project. Are there any gaps?

Team learning
What do you hope the team, the ODI and the ODI's network will learn or gain in terms of their knowledge or skills as they deliver the research (this could be about the research process, methods, outputs)?

Research engagement

Open research
How will you share different aspects of this research to encourage input and feedback in to the research design, process or findings internally and externally? How will you manage this process and provide meaningful engagement and feedback opportunities?

Sharing your findings

Explain your plans to share your research findings (including your planned outputs in any communications planners and other activities such as providing advice to others, creating tools, presenting at conferences) and how these will engage your intended audiences and achieve your research goals.

Evaluation and Targets

How will you measure the impact of the project? Refer back to the project hypothesis and define how you will measure the success of each element.

P12 Project KPIs		Targets
KPI.1	Number of workshops/ events	
KPI.2	Attendance at events	
KPI.3	Number of Interviews/ user tests	
KPI.4	Number of blogs published	
KPI.5	Number of final 'outputs' released (Tools/ Knowledge products)	
KPI.6	Number of engagements with communications	
KPI.7	Number of impressions/ downloads of knowledge products	