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Pivot Diary

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ITERATE **MODERATE** **1 DAY**

Summary

Tool purpose

The pivot diary will help you (a) reflect on your decisions, (b) consider the impact of your assumptions and (c) compare your expectations with actual results.

When to use this tool

Use this tool every time you make a decision that causes you to change part of your innovation.
*You should also use it after you use any other **Iterate** tool to record what you learned and the decisions you made as a result.*

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INTRODUCTION

This pivot diary tool supports your learning during your innovation process. You will use it to record your decisions, changes in direction, and adaptations. The process of reflection and discussion in your team encourages clear decision-making.

This pivot diary will provide a record that you can use later to tell the story of your innovation and to explain your innovation process to donors and other stakeholders.

Iterations: Small changes to the way your idea is implemented.
Pivot: Radical changes in the design, rationale or implementation of your idea

STEPS

STEP ONE

Discuss your learning

In your team, discuss what you learned from using the **Iterate** tool.

STEP TWO

Fill in the pivot diary

The diary templatre is toward the end of this document. Add:



TEMPLATE

- The **date**.
- The **CAUSE**: what caused a change in direction. For example, did feedback from your community lead you to identify a change in the need? Did an expert stakeholder suggest a different way to approach the problem?
- The **change:** describe the change you made, include what you originally set out to do and your revised action. Say how they are different.
- The **expectation:** describe what you expect to achieve as a result of making the change.

You will complete the Actual Outcome column later.

STEP THREE

Fill in the actual outcome



After 2 to 4 weeks of making your pivot, record what **actually** happened as a result.

If possible, use the Iterate and Data tools to collect evidence of what happened.

PIVOT DIARY

Date	Cause of change	Change	Expectation	Actual Outcome

Inspired by: DEPP labs pivot logbook

What’s next?

Keep developing your innovation through adjusting the innovation objectives, prototyping and piloting. Document any changes in the pivot diary.