

Webinar 2: Handout 7 - Materials Development Process Map

Process map—Materials development

This process map is a guiding document for all project teams to appropriately plan for and manage the materials development process. It can be used to draft your annual and quarterly workplans and tools to support staff understanding of the process of materials development and steps where other departments (HR, logistics, operations, finance) and technical teams (ie. training team) need to get involved. This map can be adapted to your project to account for number of staff, language policy, and donor expectations.

Overview: The process is divided into 3 main steps and sub-steps:

A. Preparation for Materials Writing Process

- Start-up and planning
- Develop base documents
- Review and test base documents
- Finalize for validation

A. Materials Writing Process

- Development of all texts (read-alouds, student texts)
- Development and ongoing review of lesson plans

C. Desktop Publishing, Validation, and Printing

- Compilation and Final review of materials
- Validation and finalization of materials

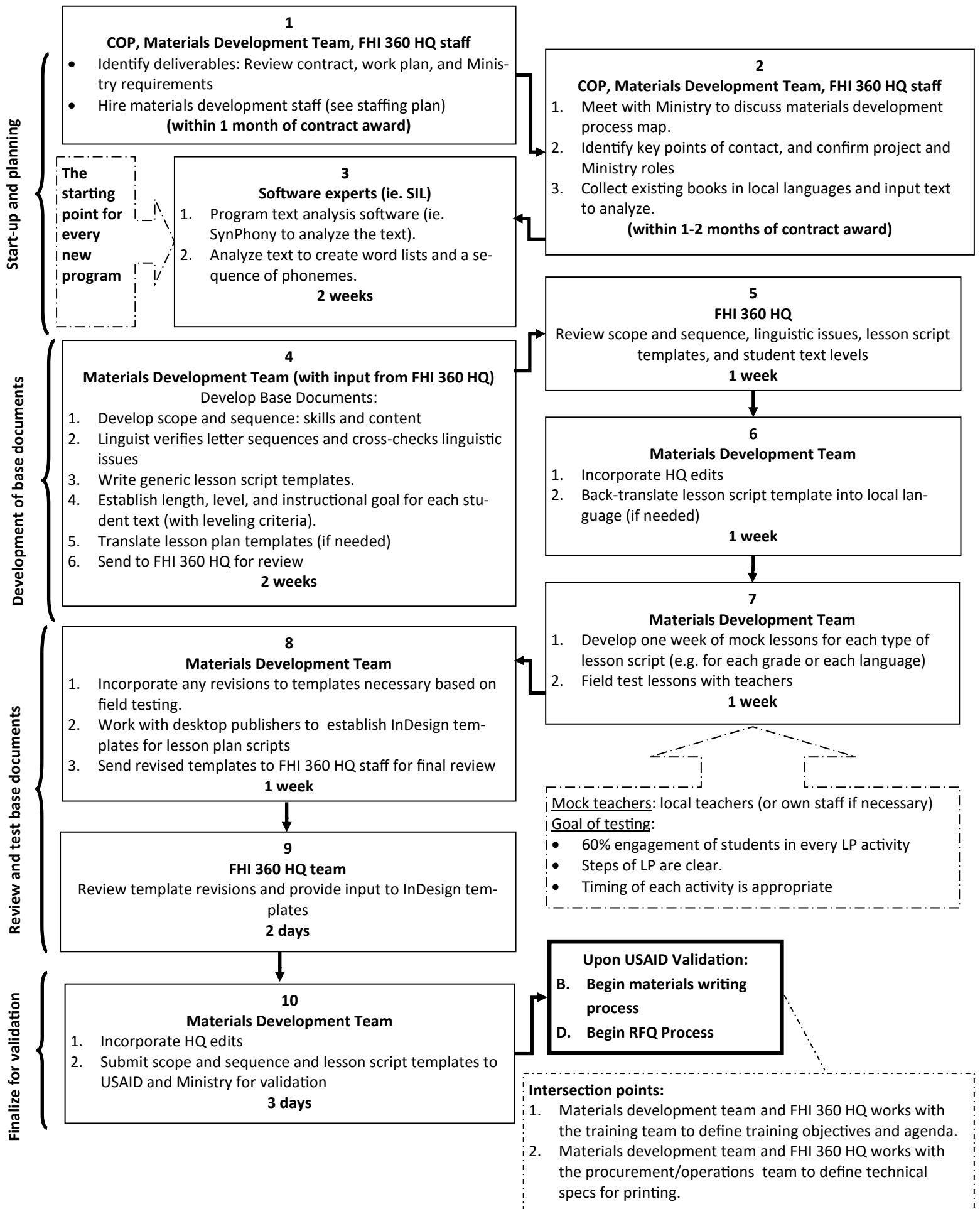
Assumptions: To most effectively adapt this process map, it's essential to understand the assumptions surrounding it:

- *Language readiness and orthography standardization:* This map assumes that the orthography of the languages of instruction chosen for materials development is standardized for education. If this isn't yet done, the language(s) of instruction need to be mapped out. Tools like SIL's's orthography assessment tool and assessment of language readiness (see <https://www.sil.org/language-assessment>) can be used to facilitate this process.
- *Time allocated to each step:* The time for each step assumes having sufficient trained staff onboard, good working relationships with the donor and the local government and local schools, and excellent communication between the local team and the HQ team.
- *Contracting issues:* The smooth and timely implementation of this map depends on the timely hiring of staff and coordination with other departments (finance, operations, logistics, HR). Therefore, this map assumes strong collaboration between technical and finance, HR, and operations team to avoid delays in the process of budgeting for activities, hiring of staff, procurement of materials.

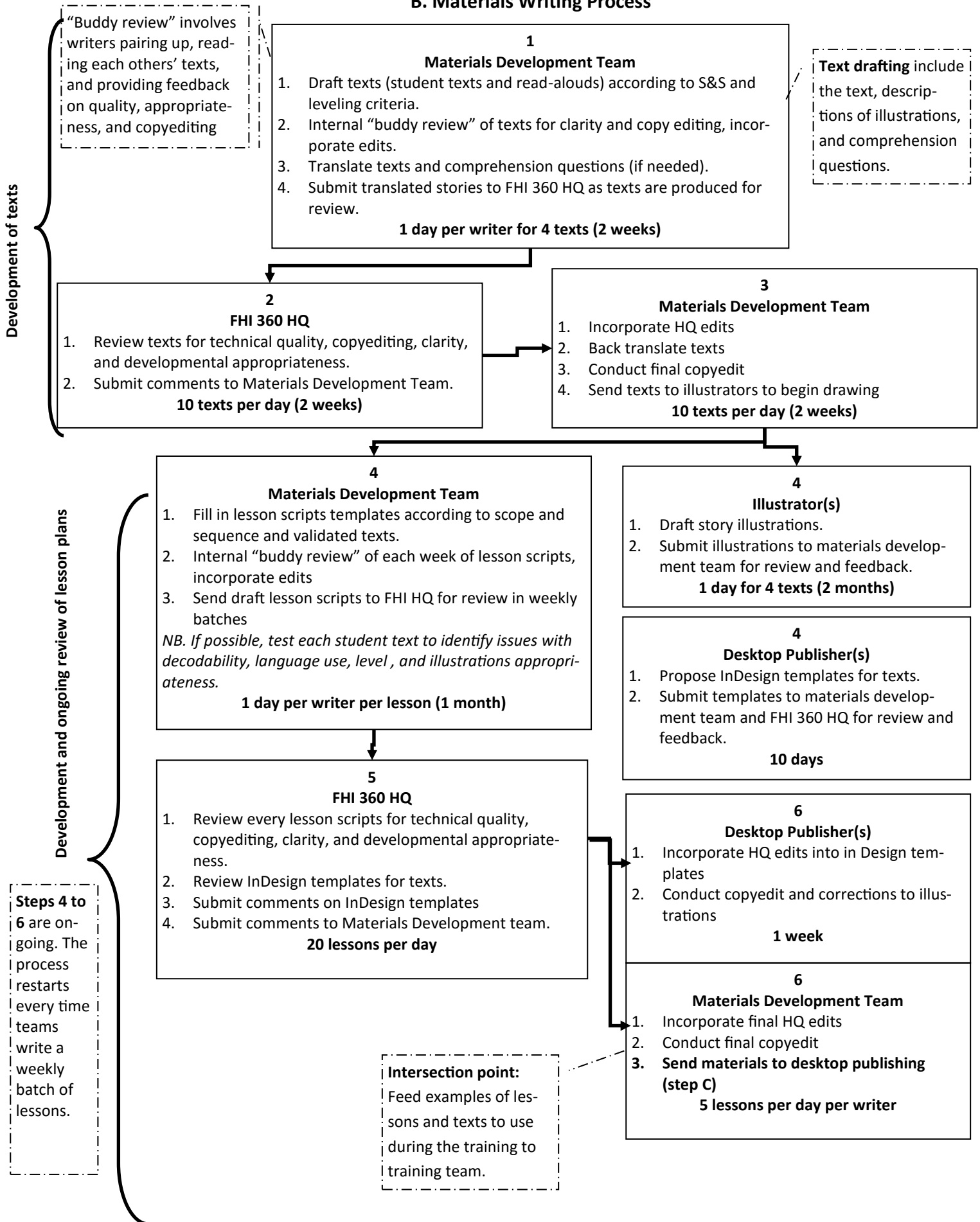
Intersection points: In projects, it's easy to become focused on your own deliverables. This sometimes leads to delays in coordination with other teams and departments who are essential to making sure your materials are of quality, get printed, distributed on time, and that your end-users (ie. teachers) get training on them. This map includes key "intersection points" with other departments and teams along the materials development process. Though, the more continuous coordination across departments, the better.

Materials Development Process Map

A. Preparation for Materials Writing Process



B. Materials Writing Process



C. Desktop Publishing, Validation, and Printing

