**PHASE 3
APPLY**

Solution Refinement Checklist

Effort ●●●○○

Objective
To improve solutions by thinking through why a solution is successful, spotting and fixing potential problems or challenges, and ultimately making sure they work well in practice and meet the objectives of the project.

Time needed
1-2 hours

Participants
Design and research team

How to use this tool
Once you have taken the time to test your solutions and assessed the efficacy, you will have valuable feedback into areas that require changes or improvements. Use this time to really pinpoint both the strengths and weaknesses of your solutions. This checklist will guide you through different aspects to think about, outlining specific criteria, potential challenges, and opportunities for improvement.

1. **Review the testing checklist.** You can use this checklist to help you think through the different components of what may be needed to improve your solution.
2. **Use the evaluation data.** When thinking through each of the components, use the data you collected during testing.
3. **Identify areas for improvement.** Use the table to identify areas for improvement and which ones you want to address.
4. **Brainstorm changes.** Take time with your team to identify what you want to change based on the information you have. You may decide not to change certain aspects but you should have a solid understanding as to why you did or did not make the change. Add additional rows to the table as needed.

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Checklist

Behavior Change Signals

- ❏ Identified specific behaviors expected to change
- ❏ Noted any observed changes in these behaviors
- ❏ Analyzed the significance and consistency of behavior changes

Feasibility

- ❏ Assessed if the costs were in line with initial estimates
- ❏ Checked if the solution stayed within budget
- ❏ Evaluated the financial sustainability for long-term implementation
- ❏ Identified and addressed any technical hurdles

Challenges

- ❏ Identified obstacles or issues encountered during implementation
- ❏ Described how these challenges are impacting the solution's effectiveness
- ❏ Formulated strategies to overcome or mitigate these challenges

Implementation Fidelity

- ❏ Assessed the extent to which the solution was implemented as planned
- ❏ Identified any deviations from the original plan and their reasons
- ❏ Evaluated the impact of these deviations on the overall solution

Successes

- ❏ Highlighted areas where the solution is particularly effective
- ❏ Identified factors contributing to these successes
- ❏ Considered how these successful elements can be replicated or scaled

Gender Metrics

- ❏ Evaluated the effectiveness of gender equality metrics
- ❏ Analyzed how well these metrics capture and address gender disparities
- ❏ Suggested improvements to better address gender-related issues within the solution

Changes

Areas for Improvement	Changes to be Made	Rationale