## Skills checklist for community story analysis team

*Access full guide and tools at* [*communitystoriesguide.org*](http://www.communitystoriesguide.org/)

Instructions: It will take a small team of people with different skill sets and roles to run this project. Developing a clear outline of team members, roles and responsibilities can help ensure the project runs smoothly, and can also be conveniently referenced throughout the process. Please use this table as a framework for roles/skillsets we believe are integral, but in some smaller teams, people may have multiple roles. Ultimately, your team’s makeup will depend on the size and scope of the project. Please feel free to adjust this table and add details for desired scope of work and skills to accommodate your needs.

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| **Role** | **Role scope and desired skills** |
| * Project manager | This role will oversee the project's logistics and coordinate efforts between team members and with partners and community members. The project manager will be the leading team member for major deliverables for the project such as developing a project plan, a report on story insights and recommendations and sharing story insights with the community. The project manager is ultimately responsible for the success of the project. They will likely have previous project management skills and have some exposure to the health topic, the community of focus, qualitative data collection methods, and ability to lead a team of people. They will interact with partner organizations and seek and obtain buy-in and any permissions needed. If there is a project budget or reporting requirements, they would also handle these tasks. |
| Story collector | This is a person who helps collect stories, especially if story collection happens in person through interviews or in person. They will have received training on how to collect stories, have the right “people skills” and intercultural competence and familiarity with the health topic to successfully engage with potential storytellers, collect stories from them, and obtain consent. Story collectors may have previous experiences conducting interviews or taking notes. Story collectors can be community members or members of partner organizations. |
| * Facilitator | This role will be responsible for facilitating focus groups and overseeing the completion of focus groups outputs including documentation of final selected stories and final whiteboards or physical spaces where discussions and sticky notes were captured. They will have previous experience in leading or facilitating group discussions, in qualitative data collection, and have the appropriate cultural, language, and health topic background to effectively communicate and guide the focus groups successfully. |
| * Note-taker | This role will be responsible for note-taking during focus groups. They will use the note-taker template to take notes and develop a consolidated set of notes after each focus group. They will likely have some experience in note-taking or qualitative data collection and ability to understand the health topic and language and cultural context of focus group participants. |
| * Community partner(s) | Community partners may play different roles in the project, from providing funding, providing specific technical expertise (e.g. someone who knows ASL when engaging a Deaf community), or amplifying call for stories, recruiting storytellers, providing feedback to the final story report or implementing its findings or recommendations. Community partners often have specific insights or connections to the community of focus. They should be engaged early on in the process, and for each, expectations and responsibilities in the project outlined. |
| * Health expert | This role is intended to provide expertise on the health topic of interest. For example, this role could include an expert in medicine, health promotion, behavioral science, epidemiology, communication, infodemic management, or health promotion. A health expert may be a health expert *from* the community of focus or work *for* an organization that serves the community of focus. They should have the appropriate credentials and authority in the health topic and be respected in the community of focus. |
| * Qualitative analyst | This role will be responsible for taking note-taker notes, stories and discussion outputs and analyze them together using qualitative analysis best practices to identify common themes and gaps. They should have previous qualitative data analysis experience. |
| Writer/designer | Developing the story report is an incredibly important step of the process, which is where a writer can help consolidate learnings into a narrative and a designer can help develop the best format for the story project recommendations. The writer and designer roles may be filled by people with strong written and visual communication skills. |