



# Multiple Cause and Timing Diagram

*To gain a clear understanding of the sequence of your plan and its projects.*

## Before you start

- Create your team and find a good facilitator.
- Inform the participants about the main objectives of the exercise and agree upon the main rules of the discussion.
- Find a good time schedule for the co-creation session so that all participants can attend the full session (depending on the complexity of the overall plan and its projects, this could potentially be a longer process requiring more than one meeting).

A timeline visualises the sequencing and prioritisation of projects and identifies their interconnectedness. The timeline will inform the Funding Team which funds might be able to be accessed and what mix of potential funding might be feasible considering the timing of calls for proposals.

The task involves the development of a clear understanding of the sequencing and timing of the planned projects.

The **Multiple Cause and Timing Diagram** is based on the Multiple Cause Diagram's method as a main element of system thinking. This method represents an adaptation of the concept of Gantt charts used in project management. A Multiple Cause Diagram can help understand and predict the emergent behaviour of a system.

## WHAT FOR?

- > To gain a clear understanding about the sequence of your plan and its projects to inform the scanning process of potential funding opportunities.

## HOW TO USE IT?

**Step 1 Set up your team for co-creating the timeline:** Try to establish a mixture between Project design staff and the Funding Coordination Team. List the different projects and their basic information.

**Step 2 Develop the timeline.** Implement a co-creation session of approximately 2/3 hours. You can use a flipchart or MIRO for added flexibility and versatility.

- 1) Analyse the interactions and causalities between the actions or projects on the Multiple Cause diagram. Discuss the interactions and causalities between the expected outcomes and impacts, the resources needed, etc.
- 2) Revisit or recreate a project Gantt chart by analysing each action according to their timing
- 3) Combine the two diagrams as shown on the example: the combined diagram will show you the interactions and causalities between the actions in the time frame of the project.
- 4) Analyse in group or groups the newly achieved diagram: how can actions be better grouped or organised in terms of their timing but also their interactions, their expected impact etc?
- 5) Test and reiterate the diagram, with the help of the **4W's method**
- 6) Identify the optimal timing for starting with the funding search activities.

**Step 3 Ongoing review and adaptation.** Keep the diagram 'life' as a working document and review it regularly during the funding and resourcing activities.

## Multiple Cause Time diagram

This diagram can be created in groups, by following the steps as described above. For drawing it, in case of offline mode, you need a flipchart, and post its of different colours. In case of online meetings, you can use the provided template on Miro board. Once your group is settled you can work on the visual diagram parallel to your discussion.

1-Mark the main time intervals depending on the length of your project and the density of your activities (for instance 6 months, or 2 months)

2-Mark on the red post its the main milestones and sub-results leading to the main outcomes of your project and put them on the relevant time line.

3-Mark the connections between these by using the arrow sign.

4-Put on the arrows the actions that will lead to the milestones. Use post its of different colours. If you have a complex Action plan including several sub-projects, themselves including several actions, you can mark these with different colours. If during your discussion you understand that one action can help the achievement of several milestones, don't hesitate to mark this as well, even if it was not emphasized in your original action plan.

5- Estimate roughly the cost of the actions and think about the potential resources to be used. (for instance, by using categories: a) actions to be done as existing activities b) internal sources can be used c) external sources needed You can follow this activity all along and beyond the Funding strategy building, and/or you can improve your diagram based on the results of your costing and project design activities.



### Milestones and sub results



### Connections between milestones and results



### Actions



### Resources

