Expert groups – Delphi method

3 months, 2 afternoons

Month 1: Preparation and Initial Round

Week 1: Planning and Preparation

- Define objectives and scope of the Delphi study.
- Identify and recruit experts/participants.
- Develop the initial questionnaire, focusing on modeling the complex system of the problem.

Week 2: Initial Round (can also be done online / individually)

Initial Questionnaire Distribution

Afternoon Session 1

1:00 PM - 1:15 PM: Welcome and Introduction

- Overview of the Delphi Method
- Objectives of the session

1:15 PM - 1:30 PM: Participant Introductions

- Brief introductions by participants
- Setting expectations and ground rules

1:30 PM - 1:45 PM: Explanation of the Initial Questionnaire

- Review of the questionnaire structure
- Instructions for completion

1:45 PM - 2:45 PM: Initial Questionnaire Completion

- Participants fill out the initial questionnaire
- Facilitators available for questions

2:45 PM - 3:00 PM: Collecting and Summarizing Responses

- Submission of responses
- Initial review and summary by facilitators

3:00 PM - 3:15 PM: Closing and Next Steps

- Brief discussion on the next steps
- Q&A and feedback

Week 3: Data Analysis

- Analyze responses from the initial round.
- Summarize key points and identify areas of consensus and divergence.

Month 2: Second Round Workshop

Week 5: Second Round Preparation

- Develop the revised questionnaire based on the analysis of the first round.
- Prepare preliminary System Dynamics model based on initial responses.

Week 6: Second Round Workshop

Connecting System Dynamics Model to Responses

Afternoon Session 2

1:00 PM - 1:30 PM: Recap of Initial Findings

- Overview of responses and initial analysis
- Presentation of preliminary System Dynamics model

1:30 PM - 2:30 PM: Interactive Model Review

- Participants review the preliminary model
- Discuss how responses were integrated into the model
- Identify gaps and areas for improvement

2:30 PM - 3:00 PM: Break

3:00 PM - 4:00 PM: Collaborative Model Refinement

- Group work on refining the System Dynamics model
- Participants provide input and suggest adjustments

4:00 PM - 4:30 PM: Revised Questionnaire Development

- Facilitators create a revised questionnaire based on feedback and model refinements
- Participants review and suggest any final adjustments

4:30 PM - 5:00 PM: Closing and Next Steps

- Outline the next steps in the Delphi process
- Schedule for subsequent rounds (if applicable)
- Final Q&A and feedback session

Week 7: Data Analysis

- Analyze responses from the second round.
- Summarize key points and identify remaining areas of divergence.

Month 3: Final Round and Conclusion

Week 9: Final Round Preparation

- Develop the final questionnaire based on the analysis of the second round.

Week 10: Final Round

- **Day 1: Final Questionnaire Distribution**
- Distribute the final questionnaire to participants.

Week 11: Data Analysis

- Analyze responses from the final round.
- Summarize key points and finalize the findings.

Week 12: Reporting and Follow-Up

- Prepare the final report.
- Distribute the report to participants and stakeholders.
- Schedule a follow-up meeting for any final discussions or questions.