THE TOOLBOX IN USE

Set the aim of the project, decide on a location for deployment of the toolbox and collect information of participants (in particular languages)

Customize toolbox to fit the particular setting (remove/add tools and translate materials)

Anchor project with management of the chosen location

First meeting with participants on site
- Consider meeting over coffee/fika/lunch
- Introduction of toolbox project
- Introduction to each tool and use
- Ethical guidelines
- Letter of consent

Week 1: Toolbox generates material

Midway check-in, refill tools.

Week 2: Toolbox generates material

Collect the toolbox and the generated materials. Have a session of evaluation and make arrangements for a concluding event.

Process generated content, organize, tag and archive

Plan *dissemination*

Concluding event for the participants with evaluation, exhibition, feedback.