



Planning for NbS Replication

Step by Step Guide

The Life Pact project (LIFE20 CCA/
BE/001710) receives funding by the
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Introduction

The purpose of this exercise is to support 'spreading' of Nature-based Solutions in cities through collaboration between NbS project owners, stakeholders and citizens. The exercise maps a set of 'practices' for spreading NbS, developed by Democratic Society as part of the Life Pact project, onto the process of NbS project implementation to explore how to amplify the impact of the project. It guides project owners through planning how to implement the practices and regularly reflecting on their learning.

The exercise should be integrated into the development of a project plan, so that the practices are fully integrated into the plan from the outset.

The exercise has two parts - an overall project planning exercise and a regular reflection and stage-based planning exercise.

The initial overall planning exercise creates a guide for integrating the practices with the project activities and exploring how they will lead to desired outcomes.

The reflection and stage-based planning creates a space for learning and reflecting on how the practices were implemented and whether and how outcomes were realised. The reflection and stage-based planning exercise should happen on a regular rhythm, ideally quarterly.

Overall Planning

– Step By Step Guide

Supporting
template in
[PDF here.](#)

Supporting
template in
[Miro here.](#)

Step 1 – Key Project Milestones

Identify the milestones in your project plan. These might include actions such as selecting the site and completing the tender procedure or any other stage that is important to your process. Once identified, create cards for each key stage of your project plan. You can see an example from the Life PACT project showing how it these are used [here](#) and [here](#).

You can use Figma to create your cards using these templates. You can add other icons such as those available on the Noun Project. We have used Human Resource Line Icons by ProSymbols.

Step 2 – Timeline

Once you have made your project plan cards, lay them out on a timeline. You can make cards to mark the weeks, months or quarters, as appropriate.



If you are working with a printed version, you can keep a set of blank cards to fill in as needed with key time markers.

Step 3 – Practices

Review the **practice book** to understand each practice and what they entail.



Identify what practices are most relevant to the project stages and milestones you have defined and place them under those cards.

Step 4 – Actions And Outcomes

Take some time to reflect and discuss how you will implement the practices in the project. For example, what specific actions could you take to address power imbalances in the site selection process?



Briefly describe the actions that you will take to implement each practice. If the project has a short timeline, try to be as specific as possible. If the project has a long timeline, identify key or possible actions which can be developed in more detail during the quarterly reviews.



What outcome do you hope to achieve by implementing the practice? What do you hope to catalyse or change? Note your thoughts in the 'intended outcomes' section. Again in less detail for actions that are further away and in more detail for those that are more imminent.

Result – Overall Planning

The result of the previous steps is your current overall project plan. Take some time to review the entire plan when it is complete.

Does it make sense? Does it align with the goals of spreading NbS and involving more people in the process? Is anything missing? Make new practices cards or change the subject headings. Be creative and adapt the exercise to make it work for you.

Once you have completed the exercise, decide the best way to incorporate the learning into your project planning systems. Keep a big print out version where everyone can see it, or incorporate the actions into your project planning spreadsheet / software.



Decide the frequency for your reviews (quarterly is recommended) and put a date in the calendar for your first review. Go through the Reflection and Stage Based planning steps in your next review.

If you need inspiration to design your plan, have a look at the [Replication Plan Krakow](#) and the [Replication Plan Madrid](#)

Reflection And Stage-Based Planning

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Step By Step Guide

Supporting
template in
PDF [here](#).

Supporting
template in
Miro [here](#).

Step 1 – Review

For your first review, you'll look back at what you've completed on the project so far and look forward over the period until your next review. Take a look at the project plan you created. Use one of our templates to review what you had planned to do and the outcomes you hoped to realise.



Did you use all the practices that you planned to? Mark any practice you had planned to use but didn't (for example with a red star).



Did you use any practices that you hadn't planned to? Add them to the 'practices used' row and mark them (for example with a yellow star).



Are there practices you wished you had used but didn't? Add them to the practices to use row.

Step 2 – Reflect

Take time to reflect on the practices, planned actions and intended outcomes. What have you learned along the way? Make notes in the learning row.



Some questions to guide your reflection:

- Did the actions you selected help to create the outcome you intended? Did you select outcomes that can be observed on the time scale of delivery, or are they more abstract / longer-term? What felt like it worked well and why?



What would you do differently? Make notes in the relevant row.

Step 3 – Refine

Now look at what you have planned for the next period.



Is there anything you would change, based on what you've learned so far?



Change the practices, actions or intended outcomes based on what you have learned so far.

Result – Updated Planning

Once you have completed the exercise, incorporate the learning and updated plan into your project planning systems.

Is anything missing? Make new practices cards or change the subject headings. Be creative and adapt the exercise to make it work for you.

If you need inspiration to design your plan, have a look at the [Replication Plan Krakow](#) and the [Replication Plan Madrid](#)

Timeline Cards

Print me out or make your own!

January

February

March

April

May

June

July

August

September

October

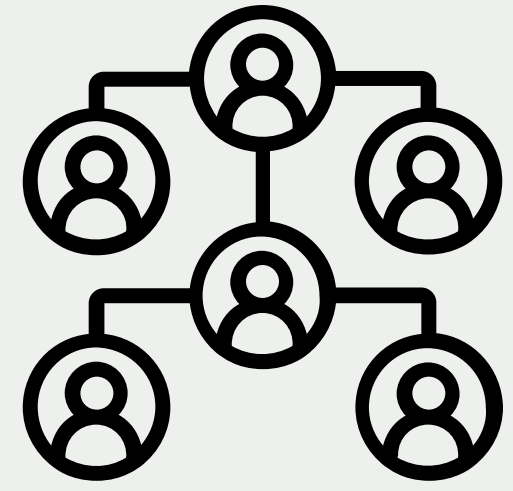

November

December

Key Project Milestones (From Project Plan)



If you need to modify digital cards you can find them [here](#)

Print me out or make your own!



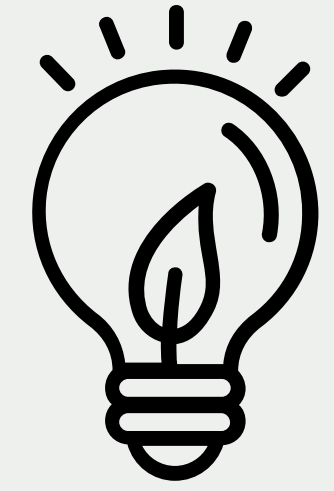

Local stakeholder network launched

Cohesion by ProSymbols from Noun Project





Detailed design for the site

Cohesion by ProSymbols from Noun Project



Final NbS design

Cohesion by ProSymbols from Noun Project



Public tender(s) procedure completed

Cohesion by ProSymbols from Noun Project



NbS maintenance strategy completed

Cohesion by ProSymbols from Noun Project

Key Project Milestones (From Project Plan)

If you need to modify digital cards you can find them [here](#)

Print me out or make your own!

Life Pact



Cohesion by ProSymbols from Noun Project

Engagement process initiated

Life Pact



Cohesion by ProSymbols from Noun Project

Co-design workshops completed


Life Pact



Cohesion by ProSymbols from Noun Project

Preliminary design for the site

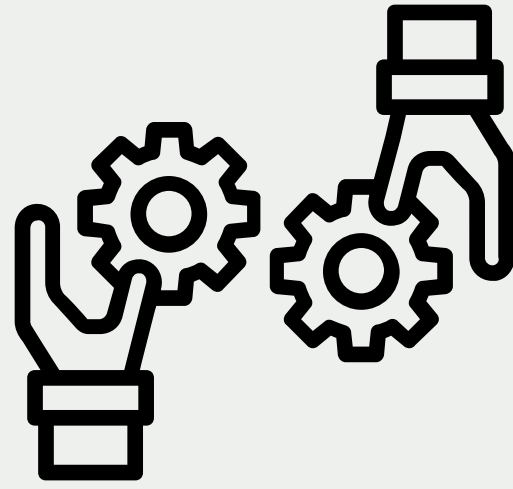
Life Pact



Cohesion by ProSymbols from Noun Project

Public tender issued

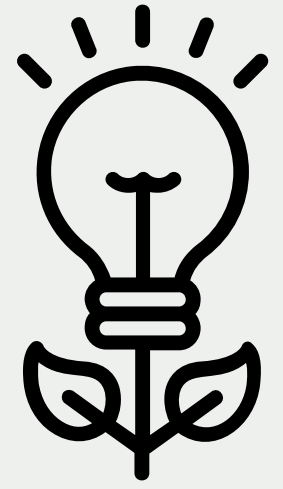
Life Pact



Cohesion by ProSymbols from Noun Project

Licensed contractor designated

Life Pact



Cohesion by ProSymbols from Noun Project

Implementation
(green infrastructure completed)

Life Pact



Cohesion by ProSymbols from Noun Project

Site selection

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Cohesion by ProSymbols from Noun Project

NbS maintenance strategy initiated

Practices Cards //

A) Planting The Seeds For Success

If you need to modify digital cards you can find them [here](#)

Print me out or make your own!

Life Pact

Setting the conditions for the collaboration



Planting The Seeds For Success

Life Pact

Working across boundaries



Planting The Seeds For Success

Life Pact

Establishing and building partnerships



Planting The Seeds For Success

Life Pact

Embracing collaborative governance



Planting The Seeds For Success

Practices Cards //

B) Understanding The Field

If you need to modify digital cards you can find them [here](#)

Print me out or make your own!



Mapping existing NBS assets and potential sites




Understanding The Field




Mapping the ecosystem (people, power, relationships)



Understanding The Field



Understanding the political, fiscal and regulatory context



Understanding The Field

Practices Cards //

C) Co-Designing NbS

If you need to modify digital cards you can find them [here](#)

Print me out or make your own!



Defining funding and resourcing



Co-Designing NbS



Designing maintenance and long-term management



Co-Designing NbS



Embedding deep collaboration



Co-Designing NbS

Practices Cards //

D) Taking Action

If you need to modify digital cards you can find them [here](#)

Print me out or make your own!

Life Pact

Building public awareness and support



Taking Actions

Life Pact

Addressing power imbalances



Taking Actions

Life Pact

Addressing tension and conflict



Taking Actions

Practices Cards //

E) Evaluating, Learning And Reflecting

If you need to modify digital cards you can find them [here](#)

Print me out or make your own!



Assessing NbS impact (ecosystem services, co-benefits, ...)



Evaluating, Learning And Reflecting



Communicating the work/sharing with others



Evaluating, Learning And Reflecting



Building competence and confidence in NbS



Evaluating, Learning And Reflecting

Categories

Print
me out or
make your
own!

Actions

Learnings

What would
you do
differently?

Intended
outcomes