



# BOOK SPRINT

## WHAT IS A BOOK SPRINT?

A facilitated process that brings together a group of people to collaboratively produce a book in three to five days.

## USE IT TO

- » capture tacit knowledge.
- » codify knowledge, practitioners' experiences, and lessons learned.
- » exchange knowledge and results.
- » create a tangible product – produce a book.
- » build, further develop, or engage a community of practitioners or team.
- » encourage ownership of follow-up actions.
- » enable knowledge transfer.

## HOW TO USE IT

- » Identify and bring practitioners or key stakeholders together to collaboratively write a book.
- » The facilitator will guide participants through the different steps of collectively producing a book: concept mapping, structuring, writing, composing, and publishing the book.

For an effective book sprint, consider using the following sequence:

- » Define what you hope to accomplish and write a short concept note.
- » Identify who will coordinate the book sprint and assign team member roles and responsibilities.
- » Identify resources.
- » Prepare TOR and identify facilitator.
- » Work with facilitator on book sprint planning.
- » Finalize budget.
- » Identify participants and invite them.
- » Identify venue.
- » Finalize logistics.
- » Begin planning follow-up to the book sprint.
- » Participate in book sprint.
- » Immediately after sprint, publish book in e-book format, possibly hard copy version, and set up print-on-demand service.
- » Disseminate book online, via social media, and in face-to-face events; invite people to provide input.
- » Begin follow-up and use set up process to incorporate feedback into later book versions.