



www.scalingscan.org
e.valencia@cgiar.org

Digital Scaling Scan Tool: Instructions Manual



Index

What is the Digital Scaling Scan?

How to access the digital Scaling Scan?

Can I do an individual or a group assessment with the Scaling Scan Digital Tool?

Individual Assessment Guidelines

Group Assessmsent Guidelines

Team Lead Instructions

Collaborator Instructions

Which Scaling Scan version to choose? (Rapid or Scaling Scan 3E?)

What is the Digital Scaling Scan?



What is the Digital Scaling Scan?

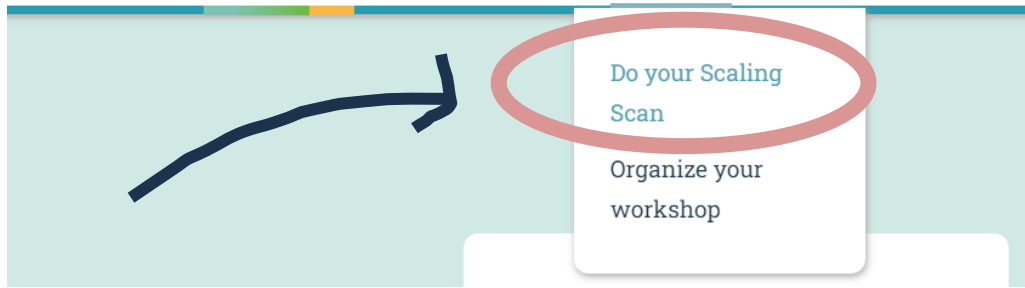
The Digital Scaling Scan is an online user-friendly tool to make a quick assessment of the scaling potential of your innovation. It shows you what is required to scale an innovation in a specific context, and the implications this would have for project management and collaborations. Moreover, it allows you to acknowledge potential opportunities and risks that the development of your innovation can have on the environment and social dynamics of the context.




How to access the digital Scaling Scan?

If you are interested in using the digital Scaling Scan, follow these steps:

- 1) Register in the ScalingScan page (scalingscan.org) with either your LinkedIn account or your google account.
- 2) Click on the button "Let's Scale", and subtitle "Do your Scaling Scan".



3) Click on the button: Scaling Scan Digital Tool



WHO IS IT FOR?

Anyone involved in tackling poverty and sustainable development, looking to scale impact. Project coordinators, managers and teams who manage project resources and priorities will be those most able to take advantage of the tool. It is specifically designed to develop capacity on scaling to help stakeholders recognize, and make sense of scaling in their context.

Doing this version with a group of 10+ diverse stakeholders gives a good basis for discussion on the key issues for scaling. It can be planned from hour up to 3 day physical or virtual workshop.

WHAT DO YOU GET AS A RESULT?

A collective understanding with stakeholders of the key challenges and opportunities for scaling your innovation.

The 3rd edition is not yet available in print format, please download the 2nd edition of 2021 here.

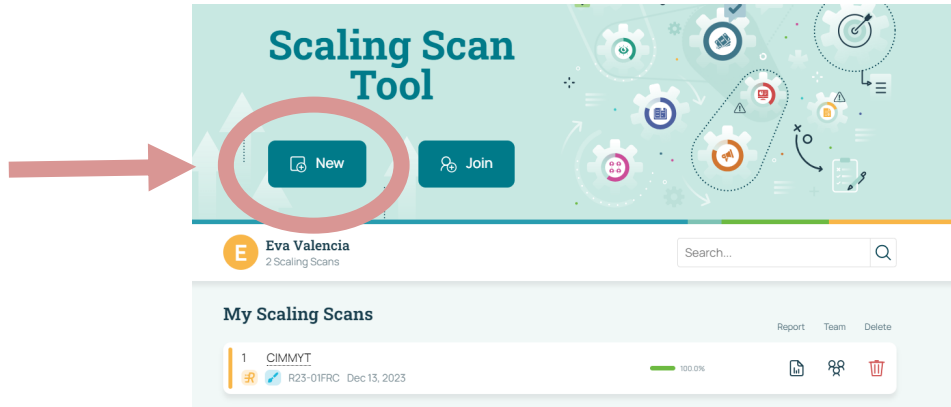
[3rd edition digital tool of the Scaling Scan](#) [Download 2nd edition PDF](#)

[Download Excel](#)

Can I do an individual or a group assessment with the Scaling Scan Digital Tool?

There are two ways in which you can use the tool: **individually** or in a **group**. Depending on the purpose of your assessment, you can do the analysis for yourself, or invite other colleagues to do the assessment with you. Depending on the type of Scaling Scan you want to do, follow the instructions below.

- **Individual Assessment:** If you are interested in understanding what scaling is, and if you want to try the tool on your own first, we recommend the individual assessment. Whenever you are already in the Scaling Scan Tool, click on the button "New". You will be ready then to start your Scaling Scan. We hope that it will be useful for you!

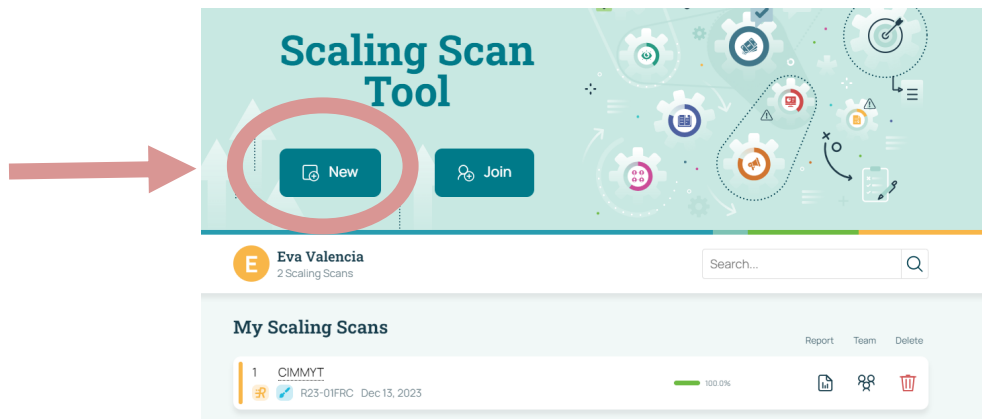


- **Group Assessment:** If you are in finding the bottlenecks and opportunities for scaling, and engage with others that are also interested in scaling your innovation, we recommend the group assessment.

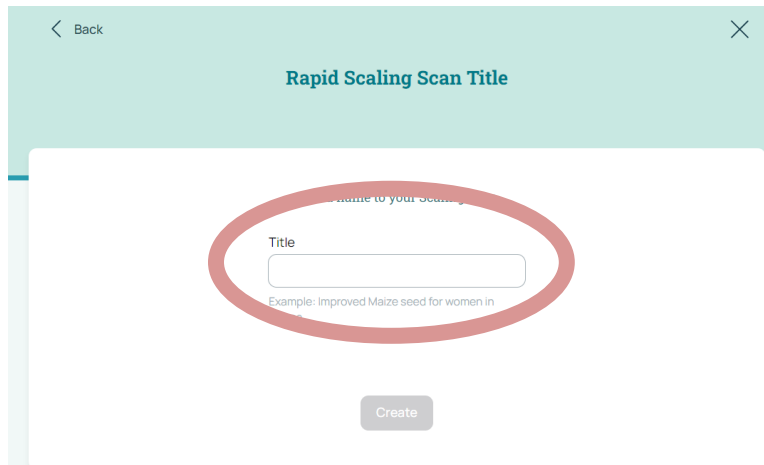
For the group assessment it is needed that there will be a “lead” of the scaling process. Thus, we will write below what is the difference of what the “Scaling Scan lead” should do, and what the “Scaling Scan collaborators”, so that there is a group team report.

a) **Instructions for the lead**

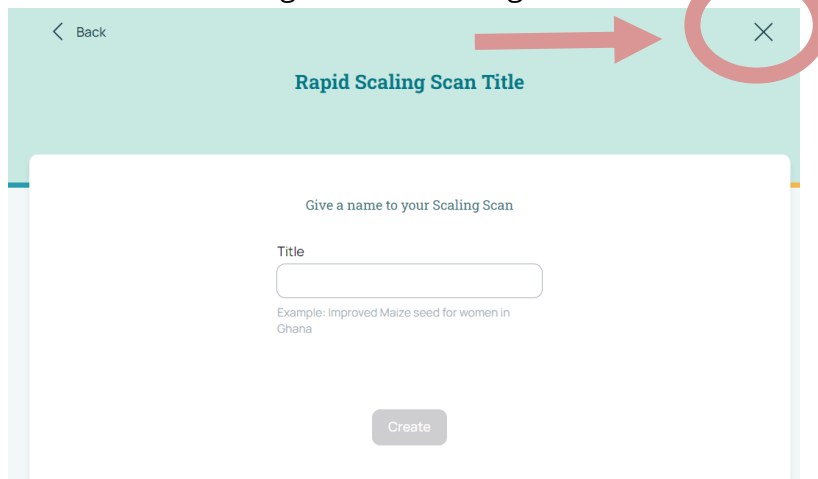
- 1) Similar to the individual assessment, you will start by clicking on the button “New”.



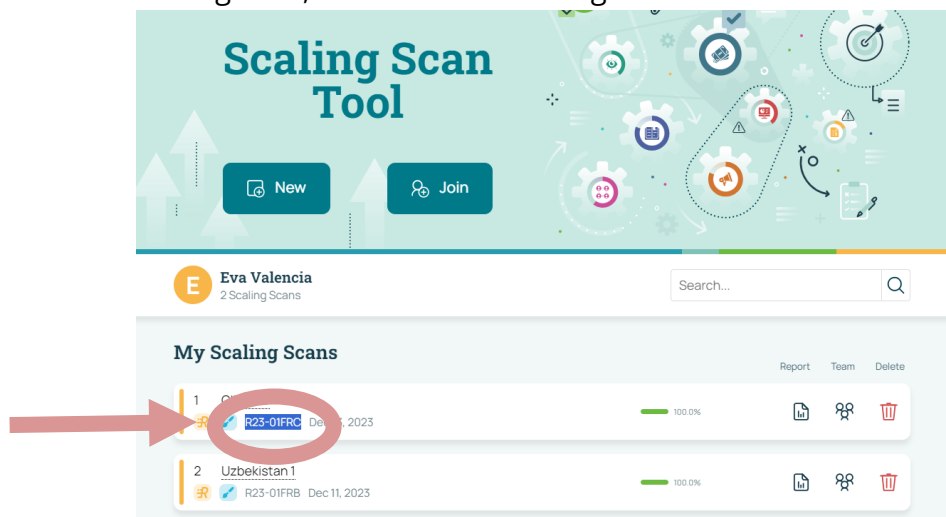
- 2) **Select** the type of Scaling Scan you want to do (Rapid or Scaling Scan 3E).
- 3) **Title** your Scan. Example: CIMMYT Innovation, or Harvest Machine.



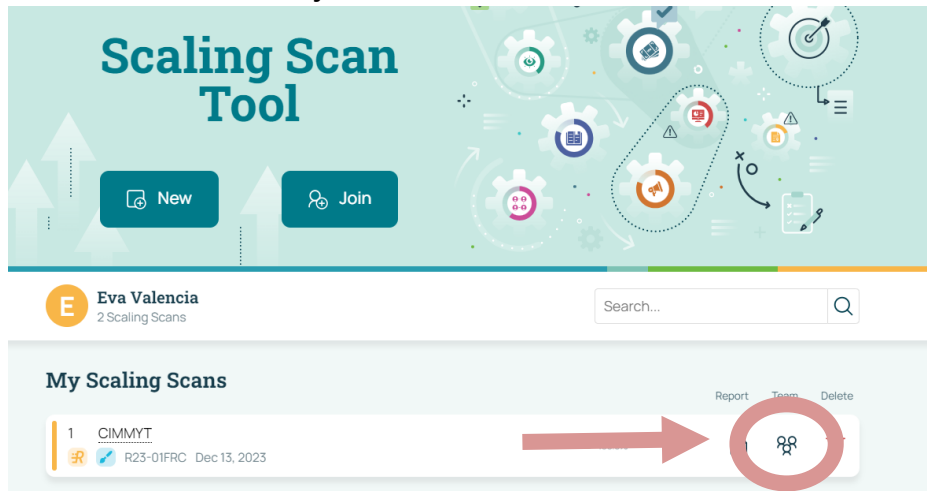
4) **Close** the screen to go back to Scaling Scan Tool “Home”.



5) **Copy** your Scaling Scan “**Code**” that is shown below the title of your Scaling Scan, as shown in the image below.



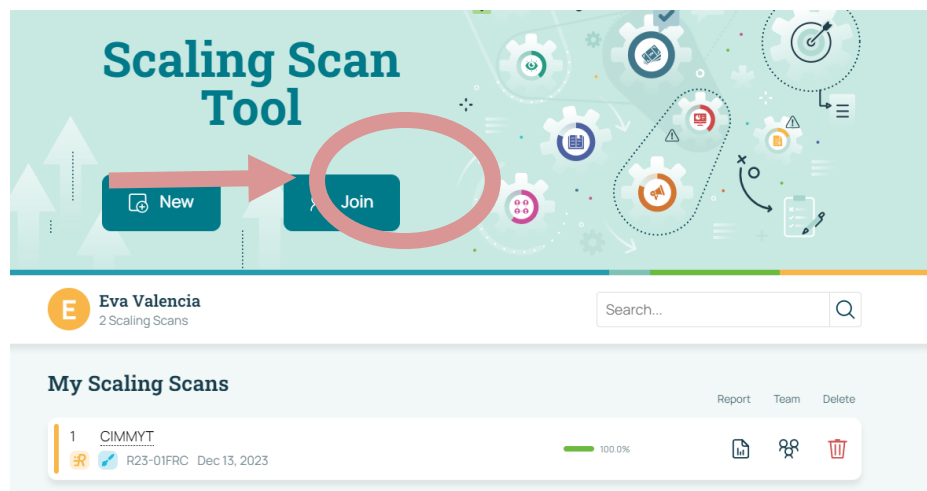
- 6) **Share the code with your colleagues**, so they can do the assessment with you.
- 7) After everyone has finished their assessment, **click** on the **team report** to see the average answers of the team who participated. We recommend to have a joint discussion where these results are shown.



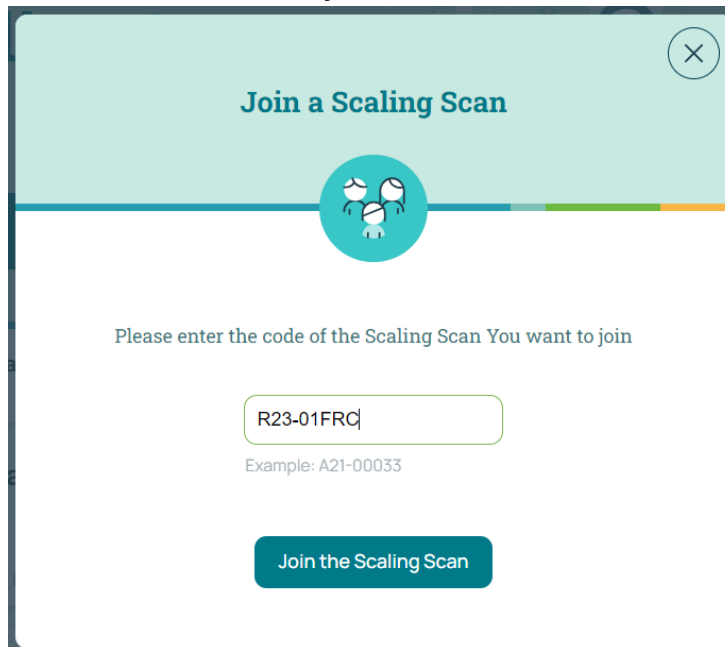
- 8) Decide what you are going to do with your Scaling Scan Results. We hope they will be useful for you!

b) **Instructions for collaborators** that will participate or “join” your Scaling Scan assessment. They are the ones with whom the Scaling Scan Lead wants to learn from, and engage with.

- 1) In the Scaling Scan Tool “Home” page, **click** on the **“Join”** button.



- 2) Use the code that the System Scan Lead has sent. Example: R23-01FRC



Join a Scaling Scan

Please enter the code of the Scaling Scan You want to join

R23-01FRC

Example: A21-00033

Join the Scaling Scan

- 3) **Start your Scaling Scan** assessment.
- 4) **Compare your results** with the results from others.
- 5) Decide what you are going to do with your Scaling Scan Results. We hope they will be useful for you!

Note: As the Scaling Scan measures perception and knowledge of those who are involved in its assessment, we promote doing the Scaling Scan with a diverse group of people related to the project, either users or non-users of the innovation. Including more people in the assessment can allow you to have a greater perspective of the scaling potential of it, and also to engage with a greater network of stakeholders with the potential of scaling your innovation. Therefore, a greater diversity of stakeholders can always increase the scalability potential of your innovation.

Which Scaling Scan version to choose? (Rapid or Scaling Scan 3E?)

The Rapid Scaling Scan is a version that can last around 30 minutes. In comparison, the third edition of the Scaling Scan can last from 3 hours to 3 days. Depending on the depth of knowledge that you want to obtain from this tool, and the resources available in your project you can choose between these two versions.