

## Tool 5: Venn diagram tool

<b>Phase</b>	Phase 1: Getting organised and initial set-up
<b>Sub-phase</b>	Sub-phase 1.4: Establishing a participatory strategy development process
<b>Name of tool</b>	<b>Venn diagram</b>
<b>Objectives</b>	<p>A Venn diagram is a tool to explore relationships between organizations or interests</p> <p>Specifically, it:</p> <ul style="list-style-type: none"> <li>▪ Focuses attention on the areas of overlap between interests</li> <li>▪ Allows common interest areas to be identified</li> <li>▪ Facilitates discussion about relationships between organizations and areas of interest</li> </ul>
<b>Under which circumstances to use the tool</b>	<p>Use the tool:</p> <ul style="list-style-type: none"> <li>✓ To explore common interest areas</li> <li>✓ Explore degrees of interaction between organizations</li> <li>✓ To facilitate discussion on relationships</li> </ul>
<b>Main actor(s) responsible</b>	The planning team can use the tool as an input to reviewing institutional areas of interest and interaction
<b>Target / beneficiary</b>	<ul style="list-style-type: none"> <li>▪ Planning team</li> <li>▪ Stakeholders involved in planning teams</li> </ul>
<b>Description of tool</b>	<p>A Venn diagram is used in mathematics to identify numbers with common attributes. For example, odd numbers can be grouped together and also even numbers.</p> <p>For planning and management, it is used to identify common interests by drawing circles around areas of interest for each organization.</p>
<b>Time needed for the use of the tool</b>	Venn diagrams can be drawn quite quickly, for example in 15-20 minutes. The total time depends on experience and the complexity of the situation being analysed and could last several hours.
<b>Advantages and disadvantages of this tool</b>	<p>Advantages (+)</p> <ul style="list-style-type: none"> <li>+ The tool allows overlapping interests to be examined which is very important for integrated planning approaches</li> <li>+ The tool is relatively simple</li> <li>+ It is useful to help discuss relationships</li> </ul>

	<ul style="list-style-type: none"> <li>+ It is a useful tool when trying to find areas of common interest as the basis of building support for a strategy</li> </ul> <p>Disadvantages (—)</p> <ul style="list-style-type: none"> <li>– Although apparently simple, it is not easy to do well</li> <li>– Although simple, it may take some time for people not familiar to grasp the idea</li> </ul>
<p><b>Related tools</b></p>	<p><b>Tool 12 (<i>Linkage analysis</i>)</b> can be used to assess whether overlaps are positive and should be encouraged, or negative (conflicting) and need to be minimised</p>
<p><b>References and further resources</b></p>	<p><b><u>Generally accessible documents</u></b></p> <p>World Bank (n.d.) <a href="#">Tool name : institutional mapping/Venn diagramming</a>, Washington, World Bank.</p>