

Toolkit Studio insights checklist

What the toolkit is for — naming systems and disparity risk, not labeling people.

Use: Browse and download only. Fill this in offline.

Insight vs checkbox

Insight = design change, involvement path, honest gap, or owner + revisit date. “We considered equity” is a checkbox.

- Briefs help you ask better questions. They do not tell you what an individual believes, needs, or prefers.
- Name the process, not the people.
- Confirm preferences with the person. Involve partners when the decision affects communities.
- Anti-racism beat: Does this continue a race-neutral process that has already produced unequal access or outcomes? What alternative redistributes burden?

Companion practice questions

1. Desired results
2. Data
3. Engagement
4. Benefits, burdens, and design change
5. Impact statement
6. Accountability
7. Alignment
8. Sustainability

Choose the appropriate review

Use current official guidance to determine the required review. A short timeline alone does not establish that an equity scan is sufficient. Follow the official analysis, review and documentation process.