SFD Lite Template – Guidance Note

An SFD Lite report allows you to prepare an SFD Graphic with a minimum amount of supporting data and referenced sources for that data. The data to be collected focuses on the management of excreta through the sanitation service chain to identify the service outcomes, without the supporting service delivery context information. Such a report may prove to be a valuable starting point from which to then develop a more detailed SFD Report at a later stage.

* The SFD Lite Report includes the SFD Graphic, brief contextual information and the record of data sources used, typically this is 8 to 10 pages long.
* It documents the production process, the assumptions made and key outcomes of the SFD assessment.
* The SFD Graphic, the SFD selection grid and SFD matrix are produced with the SFD Graphic Generator (online and offline version available).
* The SFD Lite can be uploaded to the SFD website portal and posted after being reviewed by the SFD Promotion Initiative.

A team of experts from the SFD Promotion Initiative is available to review your work and support you in assessing your data sources and assumptions. If you are interested, we can also publish your report on the SFD Portal and database, once it has gone through the SFD Review Procedure.

# For more information on how to produce an SFD, please refer to [SFD Manual – Volume 1 and 2](http://www.susana.org/en/knowledge-hub/resources-and-publications/library/details/2357):

**For working online or downloading the SFD Graphic Generator, please access:** [**http://sfd.susana.org/data-to-graphic**](http://sfd.susana.org/data-to-graphic)

**For examples of SFD reports, please visit:** [**http://sfd.susana.org/sfd-worldwide**](http://sfd.susana.org/sfd-worldwide)

**For Frequently Asked Questions (FAQ), please visit:** [**http://sfd.susana.org/faq**](http://sfd.susana.org/faq)

**More information on the** [**Review Procedure.**](https://sfd.susana.org/knowledge/how-to-make-a-sfd/sfd-review-procedure)

**If you are interested in having your SFD Lite reviewed, please submit it via the SFD Dashboard/Helpdesk or via email:**

[**Get Support (susana.org)**](https://sfd.susana.org/knowledge/how-to-make-a-sfd/get-support)

**sfd-helpdesk@susana.org**

**If you have questions or comments, please contact us. We will be happy to support you.**

Effective: November 2017

Updated: November 2020

*General document layout:*

* *Font style is Arial, size 10 (SFD text)*
* *Insert the current date in the footer by double clicking on it and editing the text*
* *All images should be captioned: Figure 1: Image title (source: Person or institution and year) or Table 1: This is done by right clicking on the image and selecting ‘insert caption’*
* *All images should be the same width as a column except for the SFD Graphic on page one*
* *The last page of the document always ends with the document references*

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**Table 1: Title (Source/institution and year)**



**Figure 1: Image title (Source: Person/institution and year)**

Make sure texts and pictures do not overlap.

# The template to write the SFD Lite report can be found [here.](https://www.susana.org/_resources/documents/default/3-3524-7-1615364801.docx)