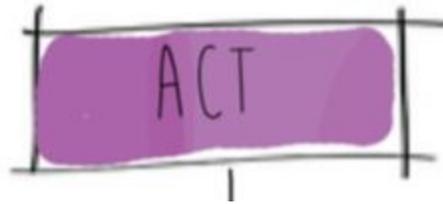
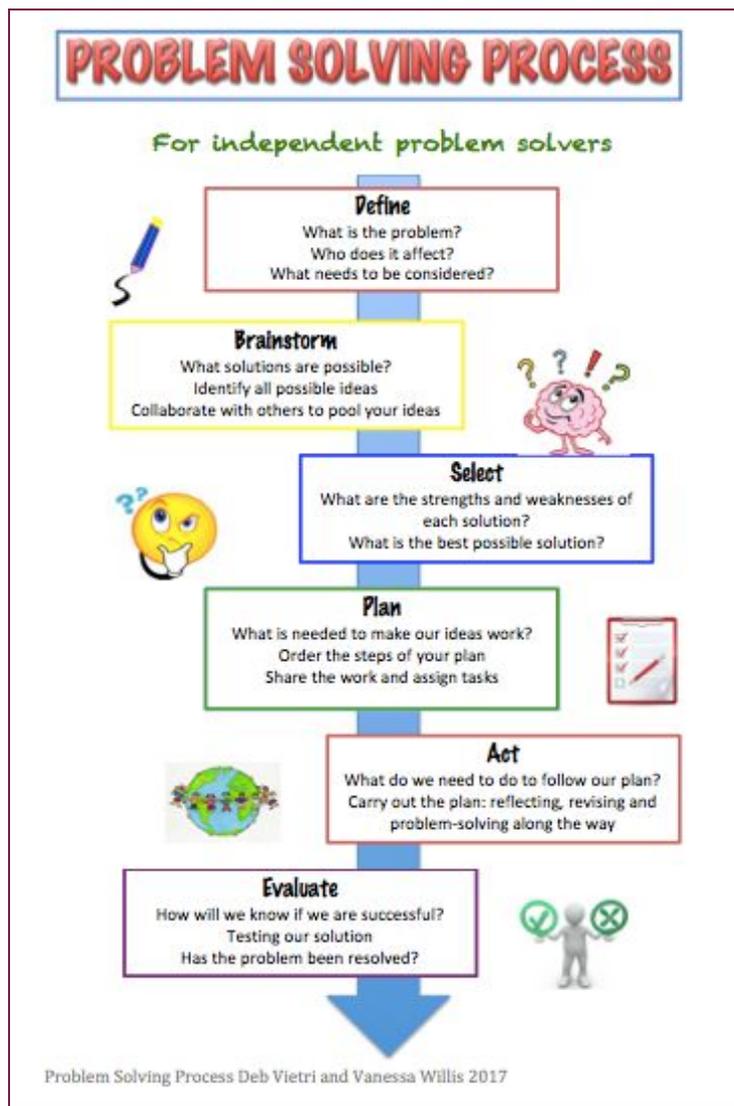


Makeknowdoact

Guidelines for managing an Action project



In the **Act** pathway, the problem solving process can help you complete your project. Good luck and have fun!



Remember that a
Makeknowdoact
project

is a chance for you to grow
as a learner,
unleash your talents and curiosity,
and develop your
learning skills and dispositions.

This is a guide to help you manage your project. Sometimes projects go 'off road', they take twists and turns and don't stick to the original plan, and that's okay! When we go 'off road' sometimes we discover things we hadn't imagined. This guide can help you know what to do next, or how to get back on track when you go too far 'off road'.

How to use this booklet:

Follow the directions in the booklet to help you design and manage your **Act** project.
When you see these symbols it is time to:



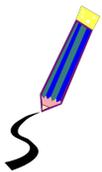
Check in with your teacher for a conference and feedback



When you see this symbol you might like to reflect and record your thinking and feelings. You could use one or two of these prompts to help with your Reflection.

- Next session I need to.....
- I am proud of....
- A problem I faced was....
- I solved a problem by.....
- Dispositions I needed to use were....
- I was really challenged when....
- Feedback I received was....
- I acted on feedback by....
- I am feeling....
- Something that surprised me is....
- Something that worked really well was....
- Something I learned about myself is....
- Something I could improve next time is....

Let's get started!



Define

What is the problem?

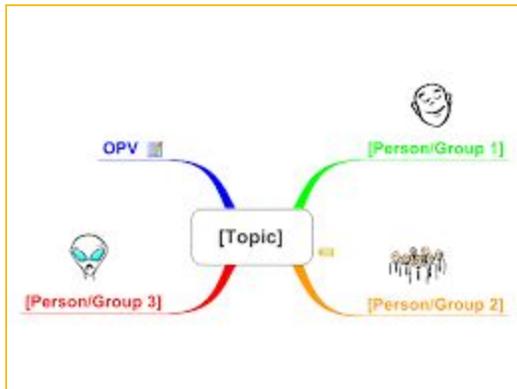
Who does it affect?

What needs to be considered?

In your project proposal you have already identified the problem or issue and who it is affecting. But, you might need to find out a bit more about it before you can come up with good solutions. If this is the case do some research so you fully understand all that needs to be considered.

In your journal record:

- What you already know about the problem
- One or two guiding questions to help you focus any research you need to do
- What you find out through your research



You could use a thinking strategy called OPV (Other People's Views) to help you consider the problem/issue from different perspectives.

- Identify all the people or groups involved
- Step into their shoes
- How does this affect them?
- What might they be thinking or feeling?



Has your understanding of the issue changed or become clearer?

When you know enough about the problem Brainstorm solutions:

Brainstorm

What solutions are possible?
Identify all possible ideas
Collaborate with others to pool your ideas



The first idea or solution you come up with is not always the best one. Try to brainstorm at least 4 different possible solutions. Sometimes it's a good idea to discuss your ideas with others (friends, classmates, family, teachers, mentors), they can contribute their ideas as well as give you feedback on yours.

Record your Brainstorm possibilities in your journal.

Select the best solution



Select

What are the strengths and weaknesses of each solution?
What is the best possible solution?

Look at all of your brainstormed solutions and think about which one would be most effective. You will need to think about these things:

- 'Think forward' and imagine what the benefit of the solution would be
- Will this action affect other people- how?
- What would you need to do to achieve this, and can you manage this with the time and resources you have?
- Will it involve a cost?
- Are you asking other people for money and is this reasonable?
- Do you need to ask other people for permission eg. the Principal?

You could use a PMI thinking tool, or the 6 Thinking Hats (see next page) to help you evaluate each solution.

Example of a PMI

Possible solutions	P What is good about this idea? What would the benefits be?	M What are the minuses or possible problems?	I What ideas do you have for solving any problems?
Idea 1			
Idea 2			
Idea 3			

Example of 6 Thinking Hats: Use the 5 hats for each of your brainstorm ideas. Then use the blue hat to make your decision



White Hat: What is your idea/solution?

Yellow Hat: What are the benefits of this idea/solution? What are the positives?

Black Hat: What possible problems with this idea/solution? What do you need to be cautious about?

Green Hat: How could you solve those problems (black hat)?

Red Hat: How do you feel about this idea/solution?

Blue Hat: Once you have evaluated each of your brainstormed ideas/solutions make a decision. Which is the best one to put into action?



Check in with your teacher to share your solution and your reasons for choosing this one. Your teacher will give you feedback about anything else you may need to consider.

Plan the steps you need to take to carry out your action

Plan

What is needed to make our ideas work?
Order the steps of your plan
Share the work and assign tasks



Record the steps in your journal along with any resources you might need to collect to make your plan work.

Put your plan into ACTION



Act

What do we need to do to follow our plan?
Carry out the plan: reflecting, revising and
problem-solving along the way



As you are carrying out your plan, record your progress and your thinking. It would be good to include photos of how you are going about your action.

Evaluate the success of your solution/action

Evaluate
How will we know if we are successful?
Testing our solution
Has the problem been resolved?



How effective was your action? Did it achieve what you set out to do? You could use a PMI or the 6 Thinking Hats like you did earlier to help you evaluate. It would be good if you got a couple of other people who were involved or affected by the action to evaluate it as well.



Check in! With your teacher to discuss:

- How successful your action was and how you are feeling about it.
- How you will share your learning journey with others

Sharing your learning journey

Here are some ideas for how you could share your learning journey but don't be limited by this list- you can share any way you like.

- Share the journal you have been keeping throughout the process with others.
- Create a learning story or scrapbook (on paper or online) to show how you went about your **Act** project, including the skills and dispositions you used along the way.
- Give an oral presentation supported by a powerpoint or google slideshow
- Share your learning story in the school newsletter or on seesaw/storypark
- Write a blog
- Create a visual display
- Create a video clip



Time for a final reflection. **Congratulations on your achievement!**