Checklists

Checklist: Constructing action

- The issue as constructed was

- The context in which the issue resided was

- The interconnectedness to other issues was

- Those that decided what the core issue was were

- Those who needed to be involved were

- The purpose and rationale for this constructing was
Checklist: Planning action

1st planning cycle

• From the constructing the broad intended outcome was

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

• The intermediate steps were

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

• The actionable knowledge we hoped to generate was

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

• Those needing to be involved in the planning were

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

2nd planning cycle

• In the light of the evaluation of the outcomes of the first cycle, what needed to be planned next was

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

• Those needing to be involved in the next planning were

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Checklists for subsequent planning cycles are the same as for cycle 2.
Checklist: Taking action

Implementing all planning cycles

• What was done to implement the plans was

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

• Those involved in doing, what, when and with whom were

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Checklist: Evaluating action

Evaluating the actions planned and taken

- The outcomes of the first cycle of planning and action were

  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________

- The outcomes showed that the original constructing fitted/didn’t fit

  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________

- The outcomes showed that the actions matched/did not match the construction

  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________

- The outcomes showed that the actions were implemented appropriately/inappropriately

  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________

- The outcomes showed that the appropriate people were involved/not involved

  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________

- Evaluation of the outcomes point to what to plan to do next

  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________