Refer to this sheet when working through the various modules

Worksheet One: Background Information

Background

Big City, USA has one of the largest independent school districts in the country. A $50 million budget shortfall announced early in the school year will require each school in the district to cut their own budgets by 10%.

l'esprit
Training Centre

MODULE FOUR QUESTIONS

Who do you ask about this problem? What questions do you ask to find out where this problem came from?

Create a present state statement and a desired state statement. Refine the statements until the desired state statement clearly addresses the needs or issues identified in the present state statement.

Now start with a general statement of the problem and refine it until you reach a concrete problem statement.

----

l'esprit
Training Centre

Analyze the problem using the following chart.

	THE PROBLEM IS…	THE PROBLEM IS NOT…
WHAT		
WHEN		
WHERE		
EXTENT		

Write the final problem statement.

----

l'esprit
Training Centre

MODULE SIX ACTIVITIES

BRAINSTORMING

----

l'esprit
Training Centre

MODULE SIX ACTIVITIES

BRAINWRITING

PROBLEM STATEMENT:

_____

_____

DUNCKER DIAGRAM

General solution to achieve desired state		General solution to make it okay NOT to achieve desired state

Functional Solutions

Specific Solutions

l'esprit
Training Centre
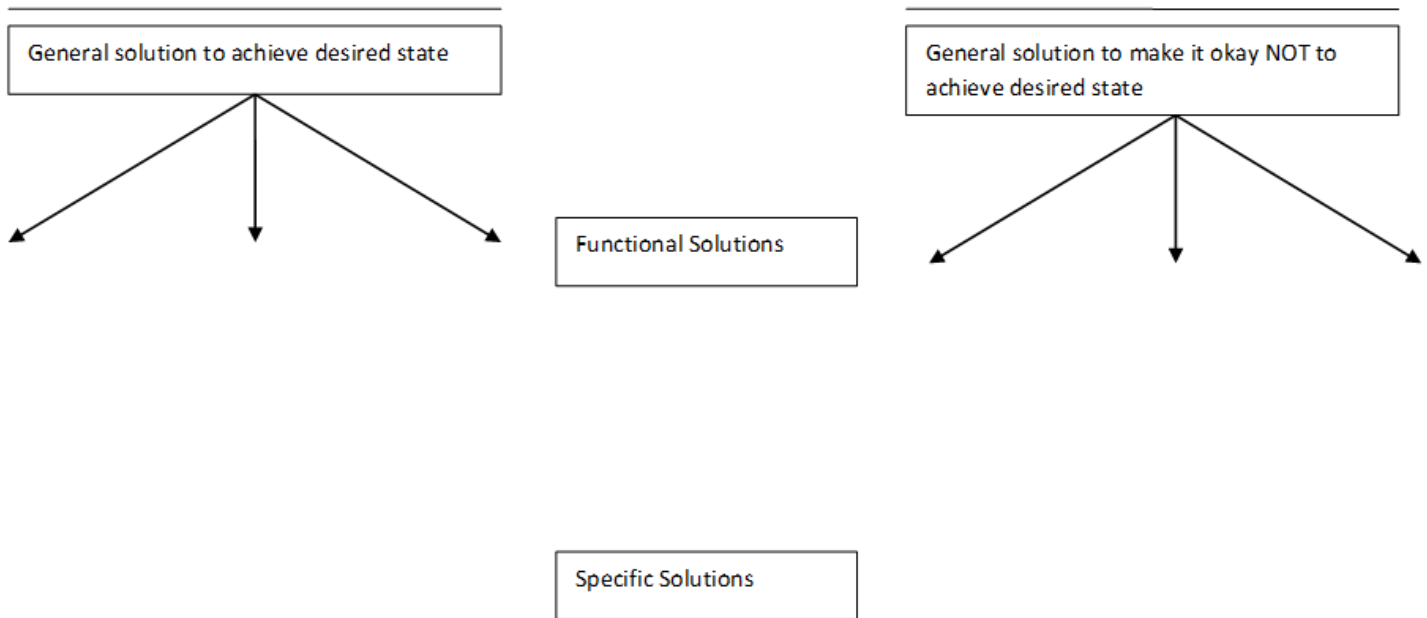
MODULE SEVEN ACTIVITIES

MORPHOLOGICAL MATRIX

1					
2					
3					
4					
5					
6					
7					

l'esprit
Training Centre

www.lesprit-de-lesprit.com

MODULE EIGHT ACTIVITIES

DEVELOPING CRITERIA

What is the timing of the problem?

What should be considered for the trend of the problem?

How serious is the problem?

Make a list of criteria the school district might consider for evaluating solutions.

1._____

2._____

3._____

4._____

MODULE EIGHT ACTIVITIES

COST-BENEFIT ANALYSIS

Costs		Benefits	
	$		$
	$		$
	$		$
	$		$
	$		$

l'esprit
Training Centre

MODULE NINE ACTIVITIES

FINAL ANALYSIS

SOLUTION BEING ANALYZED

ADVANTAGES

DISADVANTAGES

COMPATIBLE WITH SCHOOL DISTRICT PRIORITIES AND VALUES?

RISK?

PRACTICAL?

----

l'esprit
Training Centre

www.lesprit-de-lesprit.com

Module Nine Activities

Paired Comparison Analysis

List the options to be compared:

A. _____   B. _____

C. _____   D. _____

E. _____   F. _____

Look at all of the pairs. Circle the one you prefer for each pair.

A – B	A – C	A – D	A – E	A – F
	B – C	B – D	B – E	B – F
		C – D	C – E	C – F
			D – E	D – F
				E – F

A =   B =   C =   D =   E =   F =

The top solution is

_____

_____

_____

Potential Problems

SOLUTION BEING ANALYZED

_____

_____

POTENTIAL PROBLEMS

1. --

HOW SERIOUS?_____

HOW LIKELY?_____

2. --

HOW SERIOUS?_____

HOW LIKELY?_____

3. --

HOW SERIOUS?_____

HOW LIKELY?_____

4. --

HOW SERIOUS?_____

HOW LIKELY?_____

5. --

HOW SERIOUS?_____

HOW LIKELY?_____

l'esprit
Training Centre

Identifying Tasks

What tasks are needed to implement the selected solution?

What are the critical tasks?

What are the non-critical tasks?

MODULE TEN QUESTIONS

Identifying Resources

HOW MUCH TIME IS NEEDED TO IMPLEMENT THE SOLUTION? WHEN DOES IT NEED TO BE COMPLETE?

WHO WILL COMPLETE EACH TASK?

----

l'esprit
Training Centre

IS THERE ANY SPECIAL EQUIPMENT REQUIRED TO IMPLEMENT THE TASK? DOES THE EQUIPMENT EXIST OR NEED TO BE OBTAINED?

HOW MUCH WILL THE SOLUTION COST? WHERE WILL THE MONEY COME FROM?

IS ANY ADDITIONAL INFORMATION REQUIRED TO IMPLEMENT THE SOLUTION? WHO WILL OBTAIN IT? HOW?