

ACTION MANUAL - Doc to fill in

Who, What, When, Where, Why, How?

How can the situation be improved?

Discuss

Fill in

Reflect

Things to discuss:

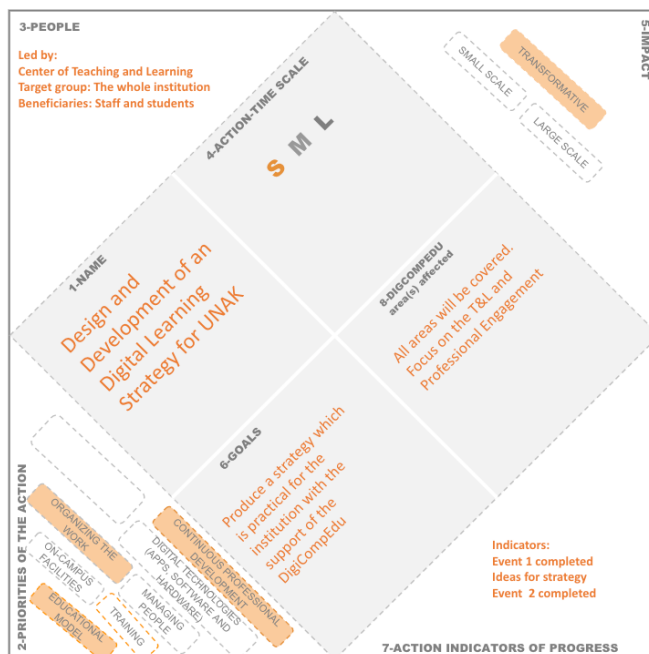
- What is the long term vision?
- Is there a shorter term goal?
- Why use The CUTE project?
- What problems does it solve?
- What benefits are expected?
- Who will be responsible?

When finished fill in the CUTE roadmap CANVAS (link to empty PP)

PICTURE OF THE TASK



- 1-ACTION NAME OR IDENTIFIER**
- 2-PRIORITIES OF THIS ACTION**
Choose all that apply and explain.
- 3-PEOPLE**
Answer the following questions: • Who is going to lead this action? • Who is going to be involved in each action (executing)? • Who is going to be directly affected by each action (target group)? • Who are the beneficiaries of this action?
- 4-ACTION-TIME SCALE**
Choose one and specify if possible:
S - Short Term: 1-6 months.
M - Medium Term: 6 months to 1 year.
L - Long Term: Longer than 1 year.
- 5-IMPACT**
Small scale: single practice, small group, single discipline, etc. Large scales at a College or institutional level. Transformative: significant, permanent change that alters practice and perspective, perhaps also at a sectoral rather than single institutional level.
- 6-GOALS**
Strategic Level: related to the institutional mission, vision, and high-level goals, often long term, less tangible, but very important. Operational Level: close-distance focused, related to small groups or changes, short term, often easy to measure and quantify.
- 7-ACTION INDICATORS OF PROGRESS**
Please describe some tangible or evident indicators/elements that would help you to monitor the development/progress of the action.
- 8-DIGICOMPEDU AREAS AFFECTED**
Choose all that apply from the DIGICOMPEDU Framework:
 Professional Engagement
 Digital Resource
 Teaching and Learning@Assessment
 Empowering Learners
 Facilitating Learner's Digital Competence



Action Plan:

Preliminary work:
Read IO1 report from UNAK
Action Plan 1-3

- 1) Local event (online?) with KHA colleagues discussing the strategy for UNAK

Result: Ideas for strategy draft

Prep: How the strategy fits DigiCompEdu

- 2) Meeting/Workshop with KHA to draft the strategy for UNAK

EXAMPLE FROM THE CUTE PROJECT

ACTION PLAN

Describe the action plan in steps:

1. ACTION NAME OR IDENTIFIER

2. PRIORITIES OF THE ACTION

- Educational model
- Training
- Managing people
- On-Campus facilities
- Organixxing the work
- Digital technologies
- Continuous professional development
- Other

Choose what fits and why

PEOPLE

Things to discuss:

- Who is going to lead this action?
- Who is going to be involved in each action?
- Who is going to be directly affected by each action (target group)?
- Who are the beneficiaries of this action

3. PEOPLE

Describe how the people were chosen?

TIMEFRAME

Things to discuss:

- Is there a clear timeframe for the action?
- Is everyone aware of the target dates?
- Who is responsible for each target date?

4. ACTION TIME SCALE

- Short term
- Medium
- Long term

How was the decision on the time scale taken?

IMPACT

Things to discuss:

Will the impact be

- Small scale: single practice, small group, single discipline, etc.
- Large scale: at a College or institutional level
- Transformative: significant, permanent change that alters practice and perspective, perhaps also at a sectoral tater than single institutional level

5. IMPACT

- Transformative
- Small Scale
- Large Scale

How was the decision on the impact taken?

GOALS

Things to discuss:

How will the goals be

- Strategic Level: related to the institutional mission, visin, and high-level goals, often long term, less tangible, but very important
- Operational Level: close-distance focused, related to small groups or changes, short term often easy to measure and quantify.

6. GOALS

How was the decision on the Goals taken?

7. ACTION INDICATORS OF PROGRESS

Describe some tangible or evident indicators/elements that would help to monitor the development/progress of the action.

8. DIGCOMPEDU AREA(S) AFFECTED

1. Professional Engagement
2. Digital Resource
3. Teaching and Learning
4. Assessment
5. Empowering Learners
6. Facilitating Learner's digital Competence

Choose what area(s) fits and why

The Story behind this Action

IMPLEMENTATION OF THIS ACTION PLAN

Describe in small steps.

How did the action plan work.....

Amendments:

EVALUATION OF THIS ACTION

Things to discuss:.....?

- How did this action work?
- Did we reach our goals?
- Are the goals measurable?
- Does the action need more work?
- Does the action lead to other actions?
- Was there something that did not work in this action?

MEDIA AND MATERIALS

Please share online media or materials that were made during this action.

ADVISE

Please advise users who want to use this Action