## 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%.

## 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.

Analyze the problem using the following chart.

|  |  |  |
| --- | --- | --- |
|  | The Problem IS… | The Problem IS NOT… |
| What |  |  |
| When |  |  |
| Where |  |  |
| Extent |  |  |

Write the final problem statement.

Module Six Activities

## Brainstorming

Module Six Activities

## Brainwriting

Problem Statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

Module Six Activities

## Duncker Diagram

General solution to achieve desired state

General solution to make it okay NOT to achieve desired state

Functional Solutions

Specific Solutions

Module Seven Activities

## Morphological Matrix

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |

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.

5.

Module Eight Activities

## Cost-Benefit Analysis

|  |  |  |  |
| --- | --- | --- | --- |
| **Costs** |  | **Benefits** |  |
|  | $  $  $  $  $ |  | $  $  $  $  $ |

Module Nine Activities

## Final Analysis

Solution Being Analyzed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advantages

Disadvantages

Compatible with School District Priorities and values?

Risk?

Practical?

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

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

The top solution is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Module Nine Activities - 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?

Module Ten Questions – 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?

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?