Checklist Name: Practice Plan Design

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1. (LIST) “What gaps do I sense that I want to correct?”
   1. <gap description>: \_\_\_\_
   2. <gap name>: \_\_\_\_
   3. <gap “Why is this gap important to me?”>:\_\_\_\_ (LIST)
   4. <gap “What would change if I closed this gap?”>:\_\_\_\_\_(LIST)
2. (LIST) “What problems create each gap?”
   1. <problem description>:\_\_\_\_\_
   2. <problem name>:\_\_\_\_\_
   3. <problem “Why is this problem important to me?”>:\_\_\_\_\_(LIST)
   4. <problem “In what ways might I solve this problem?”>:\_\_\_\_\_(LIST)
3. (LIST) “What solutions are available for each problem?”
   1. <solution description>:\_\_\_\_\_
   2. <solution name>:\_\_\_\_\_
   3. <solution “Why will this solution work?”>:\_\_\_\_\_
   4. <solution “How can this solution be used for other problems?”>:\_\_\_\_\_
4. (LIST) “What tasks make up each solution?”
   1. <task description>:\_\_\_\_\_
   2. <task name>:\_\_\_\_\_
   3. <task “Why is this task important?”>:\_\_\_\_\_
   4. <task “How can this task be simplified?”>:\_\_\_\_\_
   5. <task “How can this task be used in other solutions?”>:\_\_\_\_\_
   6. <task “How can a similar task be modified for this solution?”>:\_\_\_\_\_
5. (LIST) “What are the goals of each task?”
   1. <goal description>:\_\_\_\_\_
   2. <goal name>:\_\_\_\_\_
   3. <goal “Why is this goal important to me?”>:\_\_\_\_\_
   4. <goal “How can this goal be accomplished?”>:\_\_\_\_\_
6. (LIST) “What activities accomplish each goal”
   1. <activity description>:\_\_\_\_\_
   2. <activity name>:\_\_\_\_\_
   3. <activity duration>:\_\_\_\_\_
   4. <activity “Why is this activity important to me?”>:\_\_\_\_\_
7. (LIST) “What are the plans that use the activities?”>:\_\_\_\_\_
   1. <plan description>:\_\_\_\_\_
   2. <plan name>:\_\_\_\_\_
   3. <plan frequency>:\_\_\_\_\_
   4. <plan activities>:\_\_\_\_\_ (LIST)
8. (LIST) “Occasional practice activities”
   1. “What new additional gaps/problems/solutions/goals/activities can I imagine?”
   2. “Explain why what I’m working is important to a 7 (or 12,20,80,…) year-old.”
   3. “Make a list of questions you want answered.”
   4. “Record the elevator pitch for what you are doing now?”
   5. “What have I already got that I can use?”
   6. “What can’t be done within the allotted time? What’s an alternative?”
   7. “Who can I work with to help me understand what I’m working on?”
   8. “How can I demonstrate what I have learned and know?”
9. Constraints:
   1. Responses to all Practice artifacts (website, software, doc)
      1. Goal: Aesthetic Response <90s
      2. Avoid: Analytic Response >100s
      3. Response: The user does something.
      4. First impressions matter
   2. All gaps, problems, solutions, tasks, goals, activities, plans can be cut, copied, or pasted
10. Create plan from all <activities>
    1. What is a plan? -
    2. What can a user do?
11. Drill down for each named plan to add things to practice
    1. Matched lists (e.g. question, expected answer; question, false answer)
    2. Matched numeric lists subclass of Matched lists with numeric answers)
    3. True/false lists (e.g. question, expected answer)
    4. Spreadsheet generated matched lists of questions (e.g. question w/ randomly generated variables, equation for expected answer, equation for false answer, …, randomly generated variables)
    5. Multiple answers (e.g. List <component(s)> in <name>, name, component(s) of name)
12. Assessment of a plan
    1. How well do this plan meet my needs? (Fit)
    2. How well do I like this plan? (Taste)
    3. Is this plan of long-term value to me? (Quality)