CAPEJ

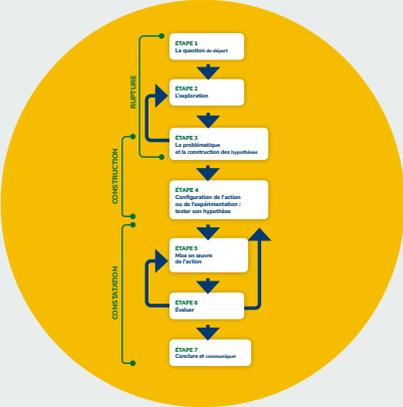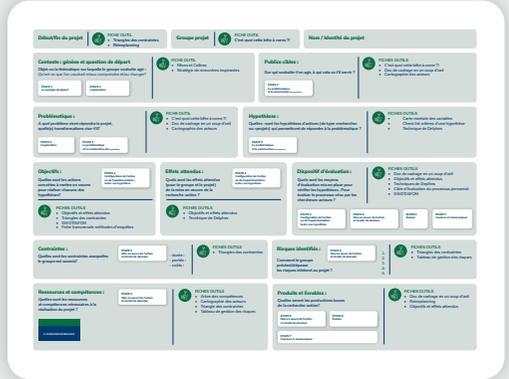| WHERE ARE WE IN THE PROCESS? STEP 2 • 3 • 4 • 5 • 6 • 7	Timing 15'	Reminder Remember to update this document throughout the project

Objectives
- Identify the various dimensions in the action-research.
- Communicate and situate yourself in the steps.

Description of the activity
Graphic visualisation of the project's different dimensions

Equipment
1. Pen/marker
2. Paperboard/whiteboard

Preparation
- Display the master plan
- Write down the project dimensions that have already been addressed in previous steps

Steps
1. Present the document, and all the elements in it.
2. With the group, fill in the things that have already been done.
3. Look at the remaining elements and talk about how the next workshop will continue to fill them in.

THE ACTION RESEARCH PROCESS

When conducting research, it is particularly important to conceptualize things before collecting data and to anticipate the different stages through which to proceed. Van Campenhoudt, Marquet & Quivy (2017) propose to describe the social science research process in 7 steps. The diagram below indicates that feedback loops are possible, and even welcome, between the steps. The research process is not always linear and sometimes requires backtracking.
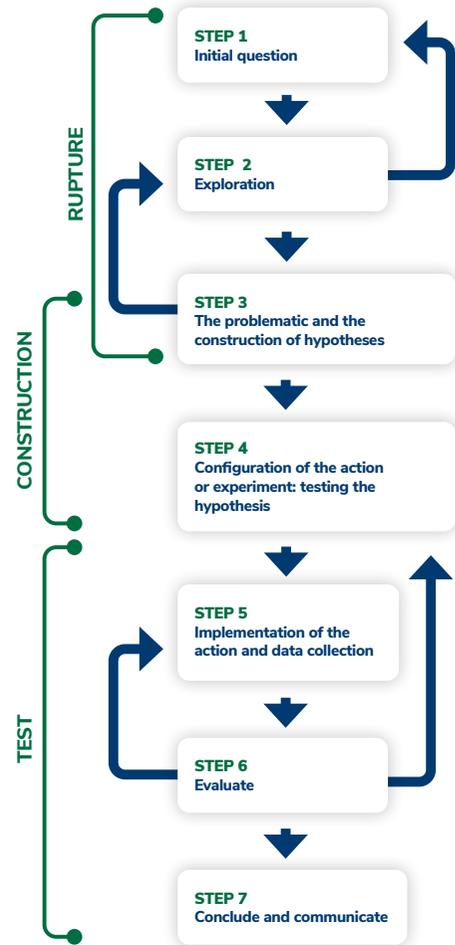

THE PROJECT SCOPING DOCUMENT

The action-research project can be visualized from the framing document at a glance. This document borrows the codes of the project methodology to allow you to configure the action-research and to find your way through the different steps of the process, each of which is essential to the conduct of an action-research. This document also allows you to visualize the tools in the pre-training kit that you can use as the process unfolds. This document is not set in stone; it can and must be modified throughout the action-research process based on the experience of the process that the group of researchers-actors experiences.

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THE PROCESS OF ACTION RESEARCH

RUPTURE

STEP 1
Initial question

STEP 2
Exploration

STEP 3
The problematic and the construction of hypotheses

CONSTRUCTION

STEP 4
Configuration of the action or experiment: testing the hypothesis

TEST

STEP 5
Implementation of the action and data collection

STEP 6
Evaluate

STEP 7
Conclude and communicate

THE PROJECT FRAMEWORK DOCUMENT

Start/end of the project

TOOL SHEETS
- Constraint Triangles
- Retroplanning

Project team

TOOL SHEETS
What is this horned beast?!

Name / Identity of the project

Context: background and initial question

Object or theme on which the group wishes to act:
What would you like to better understand and/or change?

STEP 1
Initial question

STEP 2
Exploration

TOOL SHEETS
- Dreams and Anger
- Inspirational meeting strategy

Target Audiences:

On whom do we want to act, who will it serve?

STEP 3
The problematic and the construction of hypotheses

TOOL SHEETS
- What is this horned beast?!
- Framing Doc at a glance
- Mapping of the actors

Issue:

What problem does the project address?
what transformations does it aim at?

STEP 2
Exploration

STEP 3
The problematic and the construction of hypotheses

TOOL SHEETS
- What is this horned beast?!
- Framing Doc at a glance
- Mapping of the actors

Hypotheses:

What are the hypotheses for action (of the «research» or «project» type) that will or «project» type) that will allow us to respond to the problem?

STEP 3
The problematic and the construction of hypotheses

TOOL SHEETS
- Mind map of variables
- Checklist of criteria for a hypothesis
- Delphes techniques

Objectives:

What are the concrete actions to be implemented to achieve each of the hypotheses?

STEP 4
Configuration of the action or experiment: testing the hypothesis

TOOL SHEETS
- Objectives and expected effects
- Constraint triangles
- SWOT/AFOM
- Cross-cutting sheet on survey methods

Expected effects:

What are the expected effects (for the group and the project) of the implementation of the action-research?

STEP 4
Configuration of the action or experiment: testing the hypothesis

TOOL SHEETS
- Objectives and expected effects
- Delphes techniques

Evaluation device:

What are the means of to test the hypotheses? To evaluate the process experienced by the researcher-actors?

TOOL SHEETS
- Framing Doc at a Glance
- Objectives and expected effects
- Delphes techniques
- Personal process evaluation target
- SWOT/AFOM

STEP 4
Configuration of the action or experiment: testing the hypothesis

STEP 5
Implementation of the action and data collection

STEP 6
Evaluate

STEP 7
Conclude and communicate

Constraints:

What are the constraints to which the group is subject to?

STEP 5
Implementation of the action and data collection

- duration :
- scope:
- costs:

TOOL SHEETS
- Constraint Triangles

Identified Risks:

How the group prevent/overcome the risks inherent in the project?

STEP 5
Implementation of the action and data collection

1.
2.
3.
4.
5.

TOOL SHEETS
- Constraint Triangles
- Risk management table

Resources and Skills:

What are the resources and and skills needed to carry out the the project?

STEP 5
Implementation of the action and data collection

INTERNAL TO THE PROJECT GROUP

TO MOBILIZE/MOBILIZED

TOOL SHEETS
- Competence tree
- Stakeholder mapping
- Constraint triangle
- Risk management table

Products and Deliverables:

What will be the outputs of the action research? of the action-research?

STEP 5
Implementation of the action and data collection

STEP 6
Evaluate

STEP 7
Conclude and communicate

TOOL SHEETS
- Framing Doc at a glance
- Retroplanning
- Objectives and expected effects