

## S2.2B Team Planning Activity

Before starting this activity team members will need to have thought about what individuals or groups of people they need to talk to for the investigation and what information-gathering techniques are most suitable.

If you are organising a planning meeting ask team members to do some preparation in advance. This will help you make the most out of the time available.

Useful preparation includes looking at the Grounds for Optimism website Step 2 People & Place NOW:

- Planning your investigation will help you think about who else apart from the Grounds for Optimism team should be involved.
- Doing your investigation will help you think about what technique/s are right for your school to use for information gathering.

**Begin this activity** by asking the team to decide what groups of people or individuals they want to get information from as part of this investigation.

Next spend 10 minutes or so thinking about each of these groups or individuals and asking:

'What do we want to know from this person or group of people?' and 'How could we find out?'

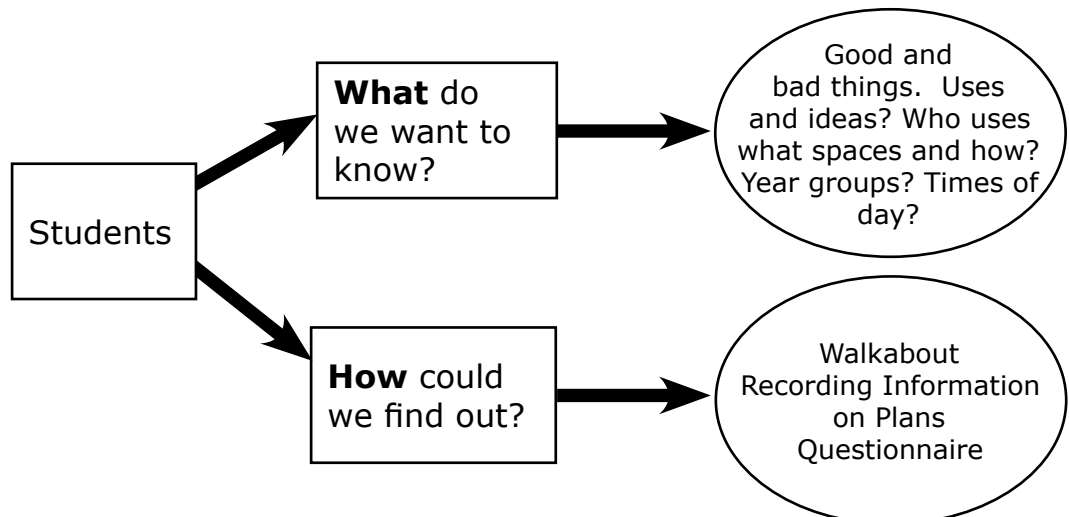
If your team is large, split yourselves into smaller teams and get each team to think about a different group or individual.

The example below shows a useful way of recording and sorting the team's discussion.

An activity sheet is included at the end of this document. You will need several copies, one for each group or individual that you are thinking about talking to.

### Example:

**Who** do we need to talk to?

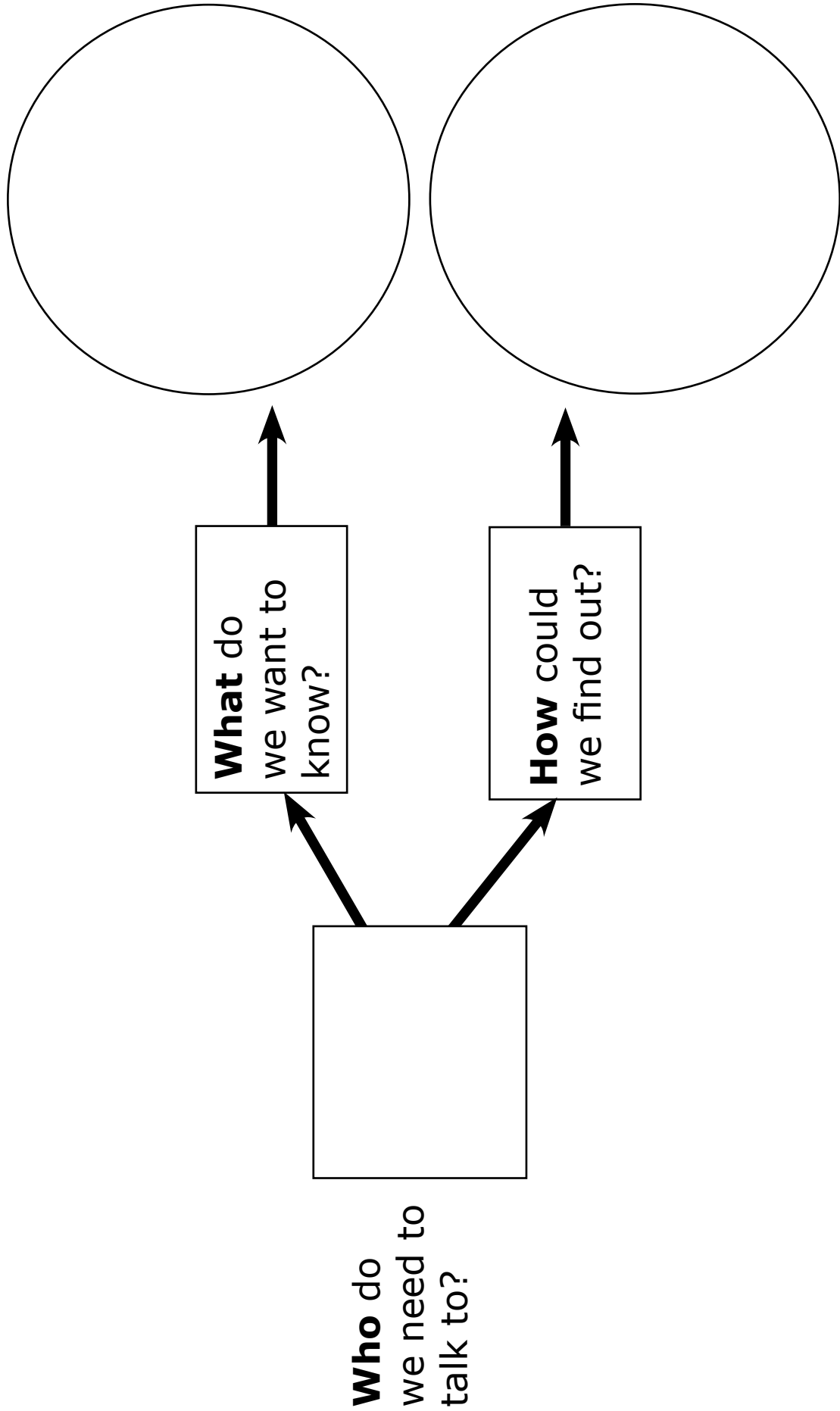


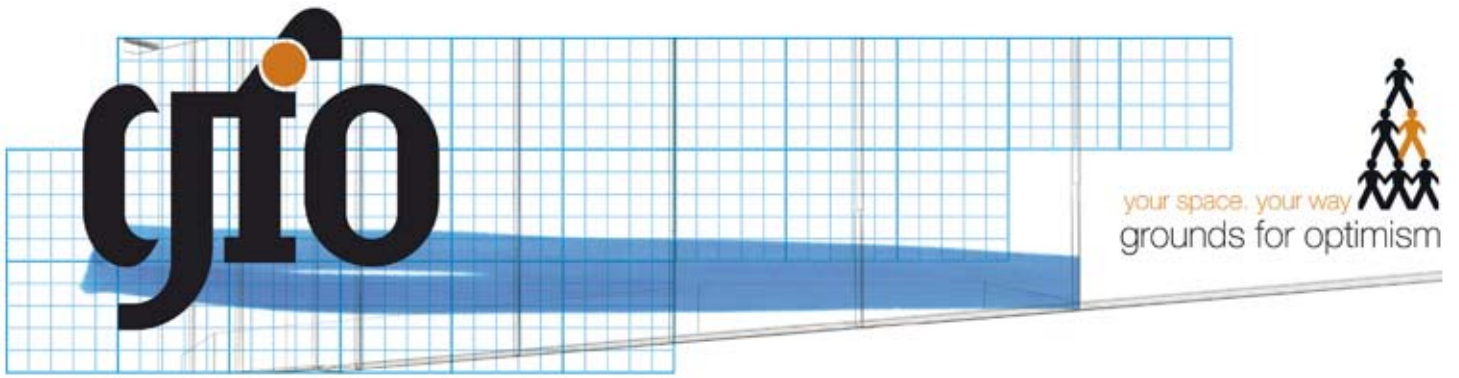
Finally review your discussions and reach agreement on your approach. Conclude things by deciding who will do what, how and when. Keep a clear record, as in the example below. This will provide a useful reminder to everyone involved.

An activity sheet is included at the end of this document

<b>Group/Person to talk to</b>	<b>What do we want to know</b>	<b>How are we going to do the investigation with this group?</b>	<b>Action and resources</b>	<b>Timescale</b>
Governors	What do they think about the grounds?  Are they doing any planning that we need to take into account?	Attend governors meeting & lead a discussion	Jo, Sally and Mr Evans (G40 gov rep) to request item on FGB agenda	Mid March FGB meeting. Summary to next G40 31/03/08
Students	See questions on walkabout form	Ask school Council to lead 'walkabouts' e.g Yr 10 lead a group of Yr 7s	Alex, Molly and James to discuss with Ms Adams (Council co ordinator) RESOURCES G40-Walkabout activity	
Staff	Who uses the grounds for teaching? Who would like to? What would they like to do?  Any general points they would like to raise?	Ask Mr Jones—can we lead a discussion at a staff meeting or send around a questionnaire		
Mrs Burns Head of Geography	Facts	See if she can suggest a way of completing the 'Fact' plans		
Landowner	Facts  Do they want to discuss our draft submission			

**Team Planning Activity Sheet 1**





**Team Planning Activity Sheet 2**

<b>Group/Person to talk to</b>	<b>What do we want to know</b>	<b>How are we going to do the investigation with this group?</b>	<b>Action and resources</b>	<b>Timescale</b>