

Checklist to run an initiative:

This checklist covers the five steps, and smaller tasks within each step, required to design and implement an initiative.

Tick off tasks as you use the guidance or at the end to make sure you've covered all the key steps and tasks.

Checklist:

1) Decide what you want to achieve

- Identify the problem you want to resolve or the opportunity you want to realise.
- Identify what success looks like

2) Pick who you want to target

- Identify who should benefit from the initiative.
- Identify who should be able to participate in the initiative

3) Choose the best option

- Learn and understand what is known already about 'what works' in STEM education.
- Try to build on what is already happening.
- Acknowledge what is possible for you and what constraints you face.
- Consider your options and choose your initiative

4) Think about how it will work

- Identify who will be involved and how.
- Consider key implementation issues and identified next steps

5) Plan to evaluate

- Identify when you will measure success.
- Identify how you will measure success