

Framework

1. Collecting cases

Every stakeholder group collects and describes cases that could happen in school.

Stakeholder group can be group of students, teachers, parents, board, ICT personal, partners. Also it is allowed that process will be carried out by one person or committee.

Cases description includes

- Actions/Events – what steps were taken, what happened
- Characters – who were actively involved
- Goals – what was the character goal
- Problem – different angels of the cases what is problematic
- Means – what was used
- Pros and cons

Example sheet:

Case: description (actions, events)	Problem: • •	Background:
Need/Goal:	Characters:	Means:
	Cons	Pros

2. Mapping organizational need

2.1. Need of the stakeholders

All cases problems will be separated/collected into a list.

When there are no stakeholders groups involved the skip 2.2 and 2.3

Method for sorting cards

- All problems will be printed out (each problem into a separate page)**

NB! Problems are not combined with the old story

- Stakeholders will sort cards with topic**

NB! There are no right or wrong sorting methods. Every group decides together what will be in one and another pile.

- Stakeholders will give name to the pile** example: Rules and regulations about using mobile phones at lessons

2.2. Needs of an organization

Committee explores all stakeholders' piles and given "names" and analyses what will be the final category name.

2.3. Correction of the category

Stakeholders give feedback how they understand the group names.

Example

Category name	Pros	Cons
Rules and regulations about using mobile phones at lessons	● It is about using mobile phones at classroom (educational way) ● It is a rule!	● This will not involve break time, before and after class time and learning/using mobile phones outside the school ● Should there be a rule? ● It does not include other means that can be used to take pictures, record audio or videos.
Proposal: change name to "taking pictures and do recordings at school area"		

3. Creating rules and regulations

3.1. Stakeholders generate rules and regulations

Generating ideas (they can use collected stories as an inspiration, but also include new ideas)

- Every participant writes their idea and puts it under the decided "category name"
- Stakeholder group discusses the result and makes reasonable sentences

3.2. Committee analyses and decides the final list of rules and regulations that will be voted on

4. Evaluating rules and regulations

All collected or decided rules and regulations with category name are put into a wall (poster).

All stakeholder groups' participants can vote.

- All participants get several votes. Example if you have 6 category then you will have x3 votes (18).
- Only rule is that you must vote at least by one vote in every category. You can spread all your other votes however you want.

5. Collecting and analysing the results

5.1. Committee picks out from every category 3 top rules/regulations. They also evaluate when similar sentences get fewer votes, but together they get more, then they can join the sentences/votes.

Committee will put together draft of categories and rules and regulations

5.2. Feedback from stakeholders

Draft is sent to the stakeholders.

Stakeholders will analyse the draft and give feedback – is all that they are worried there, is something still missing or should be changed.

6. Committee will analyse the feedback and puts together final paper.
7. Committee will present the final paper to the school board to be legalized as a school official document

Estimated time

Time	Action	Who is involved
2 h	Collecting cases	Stakeholders
1 h	Preparation for the card sorting	1 person
1,5 h	Card sorting	Stakeholders
1 h	Categorizing	Committee
2-3 h	Creating rules and regulations (sentences)	Stakeholders
2 h	Preparation for the voting	Committee or 1 person
1 h	Voting	Stakeholders
2 h	Analysing voting	1 person
2 h	Creating draft	Committee
1 h	Giving feedback to the draft	Stakeholders
2 h	Analysing feedback and creating final paper	Committee
1 h	Presenting the results to the board	Committee