

STEP 1. Identify Challenges

Thoroughly read and think about the future scene, consider the many challenges, issues, concerns, and problems related to it. Generate as many challenges as you can. Focus on 8 challenges you think are the most important. Write your 8 challenges in the booklet space provided. Word your challenges clearly; state the challenges as possibilities; use sentence statements, not questions. **Do not write on the back of any page. If needed, additional blank pages are provided.**

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STEP 1. Identify Challenges (continued)

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STEP 2. Select an Underlying Problem

Based on the challenges you listed in Step 1, identify a challenge of major importance. Write your underlying problem in question form. Include a condition phrase and the words, “*in what ways might we...?*” or “*how might we...?*” Your problem should clearly explain what you want to do and the reason it should be done. **Do not write on the back of any page. If needed, additional blank pages are provided.**

To show a connection between Steps 1 and 2, in the space below, identify by number the Step 1 challenge(s) from which your underlying problem was developed.

STEP 3. Produce Solution Ideas

Generate as many solution ideas as you can to your underlying problem. Choose your 8 most promising solution ideas and write them in the space provided. Write each solution idea in a sentence statement that describes *who* will carry out *what* action, *how* it will be done, *why* it will solve the problem and *where* and *when* the solution will take place. **Do not write on the back of any page. If needed, additional blank pages are provided.**

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STEP 3. Produce Solution Ideas (continued)

Do not write on the back of any page. If needed, additional blank pages are provided.

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STEP 4. Select Criteria

Generate criteria to help you decide which solution idea does the best job of solving *your* underlying problem. Select the five criteria you think are the most important for measuring your solution ideas and write them in the space provided. Each criterion should have a different focus. **Do not write on the back of any page. If needed, additional blank pages are provided.**

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STEP 5. Apply Criteria

From your list of solution ideas, select the 5 ideas you think have the most potential to solve your underlying problem. Use each criterion to compare/rank the solutions on a scale from 1 (poorest) to 5 (best). Enter the numbers in the appropriate columns. Add the ranks given to each solution and enter the sum in the appropriate TOTAL column.

Step 3 Sol'n #	Solution Ideas	Criteria					Total
		1	2	3	4	5	
#							
#							
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STEP 6. Develop an Action Plan

The last task is to develop your most promising solution into an action plan. Explain what the solution/plan will do, how it will work, why it will solve your underlying problem, and how it relates to the future scene.

Include a description of your action plan to carry out the solution idea. You might consider some of the following concerns: Who will be involved? What actions will be taken? When and where will the plan be carried out? How might you overcome any obstacles? What are some sources of assistance for your plan? What are some sources of resistance to your plan? **Do not write on the back of any page. If needed, additional blank pages are provided.**

Solution # _____