

	Prepare	Explore	Create	Evaluate	Act
Purpose	Set the conditions for effective problem solving	Understanding - need, desire - cause - information, data - function	Stage I - generate ideas for potential solution(s) Stage II - find a way to do it - refinement	Spot light 1 - assess current situation - challenge assumptions Spotlight 2 - judge ideas Choice - make best choice Spotlight 3 - assess outcome and determine next step, if any	Organise tasks Determine what is needed to execute the plan Manage project
Outcome	Effective mind and body Organised work area	Problem statement Information (support material) Causes The brief	Selection of potential solutions	Confirmed or revised brief Value statements Decision Contingency plan	Task list Schedule Resources Action plan Results
Key words	Mind, brain Work area Work conditions Foundation	Collect Organise Clarify Define Fact finding Goal Cause Analyse	Ideas Solutions Ideation	Judge Challenge Pros and cons Attitude Compare Choose	Plan Convince Schedule Act, implement, execute
Applications		Organise data, information Find causes Pinpoint goals Learning Research	Ideation Design Mitigation	Verify validity of assumptions Risk assessment Contingency planning Decision making	Project planning Assembly/process sequence To-do list/schedule Control Problem solving strategies
Key questions		What Who Where is... Why	How Where could	Is it a good idea Which	When How