



HOMEWORK Lesson 2 - MONITOR

Starting from the RESEARCH SCHEME realised during Lesson 1, the team:

- Understand, refine, analyse and elaborate the data found during Lesson 1 and following tips and suggestions available in Lesson 2.
- Organise a monitoring visit to the site
- Draft and publish the Lesson 3 Report with the following OUTPUT:
 - Dynamic infographic realised on [Infogram](#)
 - Civic monitoring Report on [Monithon platform](#)
 - Civic monitoring Video

DEADLINE: MARCH 7th 2025

TRICKS

COLLABORATE. Lavorare in modalità collaborativa significa contribuire insieme, anche con piccoli pezzi, link, brevi descrizioni, analisi. Il Project Manager coordina questo lavoro, gli altri e le altre collaborano e coordinano i passaggi che li riguardano in particolare, coinvolgendo tutti il team e comunicando sempre fra di voi. Siete una squadra!

COMMUNICATE. Use the ASOC institutional email address (asoc@opencoesione.team e asoc@opencoesione.gov.it) for doubts, questions and requests for further information. Use social networks to talk about the work you're doing, potentially involve the people concerned in your territory, share the results.



FOR ALL: EXPANDING CONTENT OF LESSON 2 – MONITOR

Consult the educational steps with further information. In particular:

- **Review the educational steps and read the insights** indicated by your teacher.
- **Do additional research on the proposed topics** and share the result with the team
- **Ask questions via email or in the ASOC Community facebook group:** it's your free discussion space where you can ask questions and requests for each step of the lesson.

TASKS DIVIDED BY ROLE

PROJECT MANAGER:

- establish a work plan with deadlines for the delivery of the content developed by the rest of the team: data analysis and elaboration, organisation of the civic monitoring visit, realisation of the civic monitoring video, social communication plan.
- collects the team's work at least one week before the deadline to check that it follows the decisions taken during the lesson.
- compiles and publishes Report 2 on the Team blog.

ANALYST, HEAD OF RESEARCH, DESIGNER, CODER collect primary and secondary data related to the chosen project, analyse and elaborate them in order to realize a DYNAMIC INFOGRAPHIC. The infographic has to be realised on [Infogram](#)

STORYTELLER AND BLOGGER: compile the monitoring report for Monithon.eu by logging in to the Monithon platform via the team's email (to register and access <https://www.monithon.eu/en/> , simply follow the instructions contained in the specific tutorial in step 5)

BLOGGER AND SOCIAL MEDIA MANAGER organise and document the team activities. Relate the stages of the civic monitoring research via the communication channels created at the beginning of the educational programme.

IMPORTANT: for all communications use the hashtag #ASOC2425



STORYTELLER, DESIGNER AND CODER make the video of the civic monitoring visit using the following guidance:

- Maximum video duration: **5 MINUTES**
- Selection of material based on the indications in **Step 7**
- Realisation of a to do list/storyboard
- Additional graphics or animation (information slides, captions etc.) **coordinated with the earlier material produced**

When everything is ready, they **edit and publish the video.**

IMPORTANT: FOR THE SOUNDTRACK AND FOR IMAGES, ALWAYS USE **ONLY CREATIVE COMMONS LICENSED CONTENT**

a few examples: :

- Music, images and other: <http://www.europeana.eu/portal/>
- Music: <https://www.jamendo.com/?language=it>
- Graphic icons: <https://thenounproject.com/>

STORYTELLER AND DESIGNER coordinate the graphics and narration. In particular:

- They establish whether the contents produced (logo, infographic, post and cards on the social media, etc.) are effective forms of communication (do they convey the desired message? Do they explain the results achieved?), which are coherent with the colours and the line of communication selected for the logo (colours are very important, if they blend well the communication will be more direct and effective. Do not exaggerate and use a coordinated palette!)