

A Scuola di **OPENCOESIONE**

HOMework LESSON 1 – PLAN

Using the work in class, the working group, divided into specific roles, produce detailed content as below. **When all content is ready, the project manager:**

- **Drafts the Report of Lesson 1**
- **Drafts the Team information** in the relevant section of the Lesson 1 Report
- When all content is ready, **fill out online and submit the Lesson 1 Report.**

DEADLINE:

19 DECEMBER

ROLES AND SELECTION OF TOOLS

- **Divide the group** into roles according to the structure on the Lesson 1 slides, in the Data Expedition section, or in the description on the next page of this document.
Note: each role may be held by multiple students.
- **Choose GOOGLE DRIVE as a tool for sharing** documents online that all team members can access. All you have to do is open a Google (Gmail) account for the team.

LESSON 1 – DESIGN

Have a look at the content for each step of the lesson. Specifically, the **educational modules and related summaries**: review the parts of the educational modules in class that are not clear.

TASKS AT HOME DIVIDED BY ROLE

PROJECT MANAGER & HEAD OF RESEARCH:

- establish a work plan with deadlines for the delivery of the content developed by the rest of the team
- organise the Research Dossier on the Google Drive. The Research Dossier will be important for organising your team internally, and must always be carefully updated and shared
- collect the team’s work at least one week before the deadline to check that it follows the decisions taken during the lesson
- fill out the lesson report with the work developed

SOCIAL MEDIA MANAGER AND CODER:

- create the team’s Google account
- create the team’s social media profiles
IMPORTANT: when selecting the name of Google and social media accounts, do not use names or references directly associated with the project (e.g. “ASOC”, “OPENCOHESION”, “COHESION”)
- write the first post on X(Twitter) (280 characters) summarising the aim of the selected research and following the instructions provided in the Communication Vademecum
- in social media communications, always use the hashtags **#ASOC2324**

The Social Media Manager also carefully updates and follows the team’s social media, with the aim of contacting other institutions and entities that may be interested in the research, also collaborating with the Europe Direct Information Centres and NGOs, where applicable.

DESIGNER:

- develops a logo to represent the theme and project chosen for the research.
IMPORTANT: IN TEAM NAMES AND LOGOS, DO NOT USE THE WORDS “ASOC” AND “OPENCOHESION”.

STORYTELLER:

- writes the story of the lesson in class, the milestones achieved, keywords of the chosen research
- chooses, together with the blogger, the most representative photos of the lesson to attach to the lesson report (image as evidence)

ANALYST AND CODER:

- write which additional data and information were found during the lesson in class and how they may be helpful for the research

BLOGGER:

- using the work created by the Storyteller, the Analyst and Coder write a post summarising the decisions taken in class, framing the research, **not longer than 5.000 characters**, spaces not included.

TRICKS

COLLABORATE. Working in collaboration means contributing to a unique project together, even with small things, links, short descriptions, analysis, a good document, step by step. The project manager coordinates this work. The other roles collaborate and coordinate the associated stages, involving all others, always communicating. **Remember: you are a team!**

ORGANISE THE CONTENT Organise the work folder into sections, to ensure different data and information do not get mixed up. Name the files as they gradually accumulate and add a code in the file name (in your own format) indicating the version of the file (to always have the latest version). Whenever there are changes, make a **backup** copy of the work folder.

COMMUNICATE Use the institutional email asoc@opencoesione.gov.it for doubts, questions and requests for further information, the social networks to provide updates on the work in progress and involve possible interested organisations in your area (use the Communication Vademecum as a reference).