



Issues and hypotheses

Look back at your aims and objectives for the ELT course. How can you translate these into an issue for investigation?

Can you phrase this issue as a hypothesis?

Write down your hypothesis/es, along with references to any other work which you have found to be relevant.

Rationale

What do you intend to do about the issue or objective you have identified?

What exactly is your intervention intended to achieve?

Context for action

What is happening in your department, team, student cohort, working practice which relates to this issue?

Why is this issue of concern now, or in this context?

Stakeholders

Write down the stakeholders in your project. Remember that you can subdivide students into different groups (for example on-campus and distant students) if these features are relevant to the issue you are investigating or to the objectives of your project.

What interest does each stakeholder group have in your project?

How do you intend to involve them in your project?

Key questions

Write down things you need to find out from your stakeholder groups (e.g. their attitude to the use of IT, their knowledge of a subject area, how well they feel their time was used).

Your key questions should be oriented towards:

- (a) achieving your objectives (use your SWOT analysis to indicate areas which need further investigation e.g. potential opportunities and threats)
- (b) finding out more about your context for action
- (c) finding out more about the effects of your intervention

Methods

Which data collection method will be most appropriate to answer each question (e.g. interview, questionnaire, log)? Remember that you may decide you need different data as the project progresses, so keep this table handy for updating.

Evaluators and evaluation criteria

Who can help you to evaluate and understand the data you collect? Evaluators may be yourself, your tutor or other expert, a colleague, a mentor, your students.

How will you know when (and if) you have achieved your project aims?

How will the outcomes of your investigation be useful (a) to you? (b) to other stakeholders?

