

UNIT 3

ACTION RESEARCH PROJECT



Introduction

- As a part of the requirements for the award of the diploma each candidate will be required to undertake a 4 month Action-oriented project and submit a written report.
- In this unit, we will learn how to write a report on the action research that you will undertake.
- You are encouraged to start working on this project as early as possible and not necessarily do it after the sit-in examination.



Expected learning outcomes

Upon completion of this unit, you will be able to:

- a) Understand the components of action research project
- b) Write an action research project report in the acceptable format

FORMAT : LEADERSHIP CHALLENGE MODEL

Pretext Pages

- These pages include the title page, acknowledgements, declaration page, abstract, table of contents, list of figures etc.
- **Title page**: the title of your project, your name, registration number, and county.
- **acknowledgements** : On this page the learner appreciates the contributions of individuals and institutions who may have contributed to the successful completion of the research work.
- **declaration** : On this page the learner declares that her/his work is original work and has not been presented for certification in any other institution.
- **An abstract**: is a summary of the document's purpose, methods, major findings, and conclusions. The maximum length of the abstract should be 500 words in single space.

Section 1: Introduction

- In this section, you are required to give a brief background of your institution. You are encouraged to use photographs of the institution where possible.

Section 2: Vision

- This section requires that you state the vision of your institution. You therefore need to work with your team to create a shared vision of your institution. If your institution does not have a vision, make reference to module 3, unit on strategic planning, which shows you how to develop the vision of the institution

Section 3: Mission

- In this section you are required to state the mission of your institution. If your institution does not have a mission, make reference to module 3, unit on strategic planning, which shows you how to develop the mission of the institution.





Section 4 – Measurable result

- In this section you need to outline **ONE** measurable result that you want to put into action during your study period. This measurable result must be linked to the ‘Vision’ of your institution.

Section 5: Current situation (baseline)

- This section calls for you to outline the current situation (baseline) in the institution in relation to the ‘measurable result’ you have already outlined in section 4





Section 6: Obstacle and their root causes

- This section involves listing down the major obstacle you and your team will have to overcome to achieve the ‘measurable result’ you have already outlined in section 4. For each obstacle identified, you need to come up with the root causes for each obstacle.

Section 7: Challenge statement

- In this section, you will state your challenge which is simply a statement of how you will achieve your measurable result in light of the obstacles you have identified in Section 6



Section 8: Priority actions

- In this section you are required to state 5 (five) priority actions you will undertake to address the 5 (five) root causes (to the obstacle) you have already identified in Section 6

Section 9: Resource mobilization

- This section requires you to list down the stakeholders you will mobilize to assist you with resources needed to achieve your measurable result (identified in Section 4).

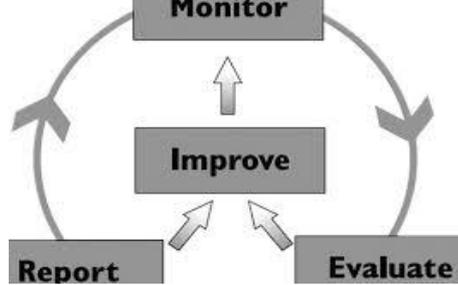


Section 10: Action Plan Worksheet

- In this section you need to transfer the work you have done in the previous sections into an action plan worksheet.

Section 11: Action plan

- This section entails presenting an action plan that estimates the resources and time required for implementing the measurable result you identified in Section 4. You can use the following format to develop your action plan.



Section 12: Monitoring and Evaluation plan

- In the section, you need to present a monitoring and evaluation plan. The following is a simplified format of a monitoring and evaluation plan that you can use to monitor and evaluate your project.

Conclusion

- In this section, you need to outline the lessons that you have gained from undertaking this project and the benefits it has brought to your institution.

Appendix

- Any other additional information that you think is relevant to this project can be put in the appendix of your report.



- We have come to the end of Module 9.
- In this Unit we have learnt of how to write a report on the act research project you will understand.
- We have learned about the format the the report should take.
- It is our hope that you can now embark in action research in your school.
- Remember, we said that your project should aim at resolving problems encountered in your school that have impact on performance.