## Lesson Plan: Logistics for Information Collection

**1 hr 25 min total**

Lesson Description



In this lesson, participants identify logistical concerns related to information collection, and discuss how they will be addressed.



Learning Outcomes



At the end of this session participants will be able to:

1. Identify the logistical concerns that need to be resolved before collecting information.
2. Discuss how logistical concerns will be addressed.



Materials



* Flip chart paper
* Markers
* Tape
* Large Diagram of the ADDIE model – introduced in the lesson on instructional design
* Theme music and speakers
* CEWT Hats
* Optional: Participants’ Nametags created using the template in the workshop introduction

Preparation



* Review Research Essential: Gather the Information
* Write the title: Logistics for Collecting Information on a sheet of flip chart paper. Add the following information below:
  1. *Transport to the information collection locations*
  2. *Sample size*
  3. *Participant selection*
  4. *Participant availability*
  5. *Pre-test information collection tools*
  6. *Preparing information collection materials*
  7. *Strategy for recording the information*
  8. *Plan for reviews and daily debriefs*

Introduction 5 minutes



1. Ask the participants “So, we’ve developed our data collection tools now. Do you think we are ready to collect the information?”

*No, there are other logistics we need to think about before we can start collecting the information. Developing the information collection tools is only part of the preparation needed before we can collect the information.*

1. Present the lesson description or learning outcomes.

Logistics for Information Collection 15 minutes



1. Ask participants to brainstorm a list of the logistics they will need to address before collecting information. Record their ideas.
2. Summarize the full set of factors listed on the flip chart paper:
   1. *Transport to the information collection locations*
   2. *Sample size*
   3. *Participant selection*
   4. *Participant availability*
   5. *Pre-test information collection tools*
   6. *Preparing information collection materials*
   7. *Strategy for recording the information*
   8. *Plan for reviews and daily debriefs*
3. Go through each factor in the list, and ask “why is this important?”
4. Ask the participants if there are any other factors outside of these that should be added to the list.

Logistics Details 1 hour



1. Work through each of the logistical details and decide how it will be addressed. This can be done as a large group or you can break participants into small groups, and assign each group two or three factors.
2. Participants can refer to the *Research Essential: Gather Information* for more information on each factor.

Review 5 minutes



1. Turn on the theme music for the workshop and ask participants to put on their “CEWT Hat”.
2. Ask participants “What stage within the ADDIE model were we working on?” Analyze.
3. Ask the participants to discuss with a partner: “what factor of the logistics is easiest to address, and what factor is most challenging? Why?”

Reflections on Lesson