[Working Wiki] – Developing the Template for "ACTION Protocols" for future OSCEdays

>META: Hi. Here is a draft for the template and criteria for 'ACTION Protocols' – for OSCEdays Phase 2 [LINK FUTURE]. I am already in the process of writing first ACTIONS down. It seems that the template works.

What do you think? Like it? Not? Have improvements to suggest? Post feedback in the comments.

TITLE

#META – ACTION PROTOCOLS? Create A New Action Protocol

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OSCEdays is about growing a collection of 'ACTION Protocols' to follow in order to build and invent an Open Source Circular Economy [LINK MISSION STATEMENT]. These ACTION protocols are simple step by step guides easy to follow for everyone – for example during local OSCEdays Events [LINK TO CALL FOR LOCAL ORGANIZERS].

Call for ACTION Protocol Authors: We invite people from all professions to grow the list [LINK TO EXISTING ACTIONS – TAG] with us. Please find below a list of criteria that make an OSCEdays ACTION protocol, a template for it and some suggestions how to build them.

#(A) Criteria for ACTION Protocols

An OSCEdays ACTION Protocol **Is**

####(1) … A Precise & Reproducible Activity …

The activities to perform in the ACTION should be very clear, very precise and easy to understand. It should be possible to follow the steps without any knowledge or understanding of 'Open Source Circular Economy' upfront. The understanding can follow from the experience.

Good ACTIONS are also reproducible almost everywhere on the globe by almost everyone with a little effort and access to some resources. Necessary information like building plans, data sets, guides etc. should be available and provided by or linked to from the ACTION.

####(2) … On Open Source & Circular Economy …

What is 'Open Source Circular Economy'? This is a broad and philosophical question [LINK TO WHAT IS OSCE QUESTION] without a clear practical answer. ACTIONS are to build and experiment practical answers. So what ACTIONS fit then? In general every ACTION about:

a. sustainable circular economy [LINK TO CE CATEGORY] solutions
b. that use open and transparent collaboration methods [LINK TO OS CATEGROY] that can be reflected with the open source definition [LINK TO OSHW DEFINITION]

should fit. An OSCEdays ACTION is always part of both worlds, not just one.

####(3) … In The Form Of A Clear Step By Step Guide …

The structure of a clear STEP by STEP guide is mandatory for an ACTION to people understand what is necessary and will happen in the simplest possible way.

####(4) … With A Defined Outcome (Clear End Point) …

An ACTION has a clear outcome. This can be something tangible like a built machine or something intangible like a written documentation. But in any case this outcome marks the end point of the ACTION.

This means that some projects have to be broken down into smaller steps. A large project like 'A Database Of Circular Materials' could use an ACTION like 'Adding ONE Material To The Database'. This is a concrete outcome and end point. And these simple ACTIONS can be repeated several times of course.

####(5) … And A Precise Timeframe …

Next to the clear end point (outcome) the ACTION needs to have a clear starting point – usually the first STEP. It should be foreseeable how long the timeframe between starting the first step and completing the last is. And it should be reasonable to complete the ACTION in a lifetime. Otherwise the ACTION probably needs to be broken down into smaller steps – see above in (4).

But what is a good timeframe? OSCEdays right now is event focussed. So ACTIONS that can be completed within 1 to 3 days are more likely to be taken on. If you include preparations for the facilitator it can be more. But for some ACTIONS really long time frames might be

necessary – if your ACTION involves growing plants for example. But shorter might be more appealing.

(6) … That Includes Documentation.

An OSCEdays ACTION always includes the creation of some documentation that is shared or at least mentioned (linked to) in the OSCEdays forum. The key idea of the OSCEdays is to build through the power of local events and smart ACTIONS a growing base of open resources and possibilities for a global transition towards a sustainable circular economy. And documentation is key for this [LINK TO SAMS ARTICLE ABOUT WHY TO DOCUMENT CHALLENGE].

The documentation could be something short and simple like posting images of filled out forms along with some comments [LINK BUSINESS MODEL ACTION]; or it could be a contribution made to an open database or resource collection; or It could be a full documentation of a machine or other technical solution; or it could be something else that makes sense for the specific ACTION.

(B) Template

Here is the template for writing down an OSCEdays ACTION.

See Example 1 | Example 2 | Example 3 [LINKS TO EXAMPLES]

Copy the text in the grey box below into the topic where you will create/publish your ACTION. Find explanations of the template under the box.

>|- Delete this and replace it with a SHORT SUMMARY of the ACTION. -|

>|- Delete this and replace it with your NAME or the names of all authors of the ACTION. _Created by: Arya @arya & Rekkon Stark_ @rkknstrk_ -|

> #**Introduction**

>|- Delete this and replace it with an introduction to your ACTION. -|

> #**Resources Needed**

>|- Delete this and replace it with a description or bulleted list of the resources like tools, skills, number of people, time and so on needed for the ACTION. -|

> #**STEPS**

>|- Delete this and replace it with the STEPS of the ACTION. Use headline size 2 ('##' in front) for the headline of each step. Give each Step a number and an individual name like _'STEP 1 – Individual Name', 'STEP 2 – Different Individual Name', ..._ -|

> #**Resources**

>|- Delete this and replace with resources necessary or helpful to run the ACTION. -|

> #**Credits**

>|- Delete this and replace with credits/attribution to people – for example if you used images, text, code or similar stuff. If there are no attributions to make delete the whole part including the headline 'Credits'.-|

###EXPLANATIONS

1 Name For The ACTION

If you open up the topic to post your ACTION you will have to enter a name for it. Pick a descriptive name that tells already something about what people will _do_ following the steps of the ACTION; write a whole phrase or even sentence if necessary.

Instead of

>'ACTION – Sharing'

make it

>'ACTION – Creating a MAP OF SHARING Possibilities In Your City'

As you can see in the examples put 'ACTION – ' in front of the name. And add the tag 'action' to the topic. You can also add other tags to show what the ACTION is about.

Short Summary

The first info in the ACTION should be a short summary. Make it 3 sentences max. The summary should mention what people will _do_ and what _outcome_ will be created. If there is something unusual about the ACTION – like 'you'll need 1000 people to do it' mention this here as well.

##Author Name

Add your name – the authors name – or all names of the people in the team that created the ACTION under the summary. _'Created by: Jonas WinterJonas'_

##Introduction

In the introduction you can answer all kinds of whys. There is room for extended background or context information. Share what needs to be shared. You can make it short but also longer. But remember: Most people are probably here to _do_ things rather than to read about them. Extended resources or background info can be shared below in 'Resources' section at the end of the ACTION.

##Resources Needed

Provide a list of things needed for the ACTION. How much space, special tools or skills, number of people, time and so on. You can provide here already links to necessary digital materials like building plans, software libraries and so on. Longer descriptions and extended lists can be shared below in the 'Resources' part below.

#STEPS

This is the hear of the ACTION. Here you will write down the steps. For some ACTIONS this might be strange or hard to accomplish. Do it anyway!

Like the whole ACTION each step should have a clear starting point and end point. Pick a descriptive name.

You can think of this steps as an algorithm. So going back to earlier steps _'If you don't get a result repeat STEP 2'_ or jumping ahead _'If your result is positive already skip the next two steps and go directly to STEP 8'_ is possible for example. A flowchart is another way to think about it – or maybe even present the steps.

3 Flowcharts to use or link to
https://commons.wikimedia.org/wiki/File:Diagrama_de_flujo_del_consenso.svg

https://commons.wikimedia.org/wiki/File:LampFlowchart.svg

https://commons.wikimedia.org/wiki/File:CPR_Flow.jpg

Give your Steps numbers and put 'STEP X –' in front them. Example:

>'STEP 1 – Collect Addresses Of Politicians'

Use headline size 2 ('##' in front).

Make sure everything people need to do the steps is either in the 'Resources Needed' list above or in the 'Resources' below.

####_DOCUMENTATION!_
There should always be one or more steps about documentation and at least one of this steps needs to include the OSCEdays Forum.

The documentation can look very different from ACTION to ACTION. Be creative. Here are some examples/possibilities

+ If the ACTION is about contributing to a larger open project – like a material database or an article in a wiki – the finished article or contribution is already the documentation. But people should post a link to this result under the ACTION probably alongside some other information (who worked on it, when, where).
+ If the ACTION is about a workshop producing written materials you can share these materials – if possible in an editable format – in the comments of the ACTION. An example are filled out Business Model Flowcharts alongside some feedback about the tool. [LINK]
+ The documentation could also be to make people create a whole new topic with results in the OSCEdays forum. Ask them to share a link under the main ACTION topic. Make them to name their topic in the following way in order to show the relationship to the ACTION:

Put in the name of your ACTION the key part in CAPS, like:

>'ACTION – Creating a MAP OF SHARING Possibilities in A City'

And ask for the documentation to take this part and put it in '[]' in the front of thee documentation.

>[MAP OF SHARING] – San Francisco

These were just suggestions. They might not make work for all ACTIONS. We are looking forward to your documentation ideas.

##Resources

Are there resources necessary or helpful to know about for the ACTION like data sets, building plans, links to repositories etc.? Please share them here – as links or uploads (the forum allows the upload of files with a size up to 2mb).

It is mandatory, that all information necessary to do the ACTION is available so people can really run the show.

##Credits

Share in the end all necessary attributions – people who helped you, resources you used and so on. If there is nothing to share just delete this part.

#(3) Developing It

We love to see ACTION Protocols added to the list. Below you can find some suggestions how you can approach developing them.

You can find ideas for ACTIONS on the 'Ideas For ACTIONS list' [LINK TO LIST]. But feel free to go with your own idea.

###DEVELOP IT: [Working Wiki]
You can develop the ACTION right here in the forum. By doing that you can invite others into the process from the start, get early feedback, help and so on.

Start a topic about it in the green category where the ACTION is supposed to be later.

Name it:

'[Working Wiki] – Developing the ACTION _add name of future ACTION_'

From there you can start the development process. Use the Wiki functionality of the forum [LINK TO HOW DO I MAKE A WIKI TOPIC] to allow others to edit the topic or just ask them to post comments under the topic edit the changes in yourself.

Once the final ACTION is finished you can open up a new topic with the final ACTION and close the development topic.

Consider to give the ACTION a version number. So when you do major changes over time people can still find out that there were earlier versions and find them by clicking on the yellow pen on top of the topic.

'ACTION – Creating a MAP OF SHARING Possibilities In A City Vs. 1.2'

###ADD THE 'action' TAG
Add the tag 'action-protocol' – already to your [working wiki] as soon as there is anything to use, study and build upon in it.

###SOCIAL MEDIA

If you want others to join you in the development process post in your social media channels to invite them. Use the #oscedays hashtag on twitter. And post also in the OSCEdays Facebook Group [LINK]. The global OSCEdays social media team [LINK COMMUNICATION TEAM] will pick it up and spread your project as well.

TEST IT
An ACTION appears in theory often different than when tested. A first test often results into major changes on the finished ACTION protocol. We ask you to test your ACTION first before you consider it to be done. Maybe the best way to start the development of an ACTION is the intention to use it anyway.

Thanks for reading and we are looking forward to your ACTION. Good action protocol authors are seen as 'heros' in our community :-)