LESSON 1. "Identify and assign tasks"

Just like any youth work activity, the planned STREAMpreneur activity ultimately consists of many small tasks. And these need to be identified and allocated in order to achieve the STREAMpreneur goal. The question is: Who does what and when?

To answer this question, we draw on our findings from the analysis phase. Especially the performance gap, the goal, the target group, the resources, and the activities. With these findings in mind, we identify the tasks that are now necessary. This enables us to specify the performance named in the performance gap more precisely, to concretise the learning tasks of the participants, to put the individual tasks in a meaningful order, and to check the motivation of the participants.

Let us briefly consider what exactly we mean by "task". A task is an allocation of work; usually a piece of work assigned to a person or group to be completed within a certain period of time with a certain quality. So, the four basic questions are:

- Who?
- What?
- Until when?
- How well?

If you look at your STREAMpreneur activity with these questions, you will realise that it is now becoming very concrete and at the same time not all tasks can be clearly named at the beginning. Youth work activities are often experimental and exploratory and therefore many things only become clear in the process through increasing insight. Learning by doing and by making mistakes is an important part and unavoidable.

You will also notice that the goals and tasks are of different sizes. A goal contains many smaller sub-goals and these in turn result in smaller and smaller sub-tasks. Together with your target group and stakeholders, try to get as good an overview as possible. Collect the goals and tasks by size and time in a diagram, for example using sticky notes on a whiteboard. Start with the big goal that you set in the analysis. Think about which sub-goals result from this and which of them have to be achieved first. Then derive tasks from these goals and from these in turn sub-tasks. Here too, pay attention to the order in which the tasks have to be completed. In the end, there should be a sticky note for each subtask, on which it is written who does what until when and in what quality. You can refer to these sticky notes later during implementation and use them, for example, for workflow management according to the Kanban method.

It is not important that everything is planned down to the last detail in the first draft of this task plan. Often this is not possible. What is important is that you, together with the participants and stakeholders, gain more insight into your planned activity and can better assess its feasibility. And that you grow more together and trust each other.

Let us now return to our example. What are the goals, sub-goals, tasks, and sub-tasks? Our overall goal was "We start a group where girls can volunteer to work with technology that interests them!

This leads to different sub-goals. For example, the kick-off has to be organised, there have to be various meetings for designing, developing, practising and the like. And finally, there should be a kind of final event. What are the tasks for the kick-off, for example? The right people have to be organised and invited, rooms and equipment have to be available, and there has to be a programme and people to carry it out. The sub-tasks are to draw up a list of people to be invited, agree on a date, send out invitations, find, book, and prepare a room, organise drinks and snacks, design a programme, get any materials needed, and decide who will carry out which part of the programme. And who cleans up at the end. Let's stop with the example here. It is only meant to demonstrate the procedure. For your own STREAMpreneur activity, however, you should carry out the task planning as completely as possible.

Let's summarise: As the first aspect of the design and development phase, the tasks have been identified and distributed. This should have given you a much deeper insight into your planned STREAMpreneur activity and all participants should have got to know each other better. Next, we will now look at list, procure and review required resources.