

Topic 2:

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Key Concept

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Quick Revision Notes

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Practice Questions

1. **Identify the problem.** The first step is to identify the problem or issue that needs to be addressed. This involves understanding the current situation, gathering information, and defining the scope of the problem.
2. **Set clear goals and objectives.** Once the problem is identified, the next step is to set clear goals and objectives. These should be specific, measurable, achievable, relevant, and time-bound (SMART).
3. **Develop a plan.** A plan is developed to outline the steps that will be taken to address the problem. This includes identifying the resources needed, assigning responsibilities, and establishing a timeline.
4. **Implement the plan.** The plan is then implemented, and the necessary actions are taken to address the problem. This involves monitoring progress, making adjustments as needed, and communicating with stakeholders.
5. **Evaluate the results.** Once the plan has been implemented, the results are evaluated to determine if the goals and objectives have been achieved. This involves comparing the actual results with the expected results and identifying any areas for improvement.
6. **Communicate the results.** The results of the evaluation are communicated to the relevant stakeholders, and the findings are used to inform future decision-making.