

The image features a vibrant landscape of a desert canyon. In the foreground, a large, gnarled tree with green needles stands on a rocky outcrop. The background shows a deep canyon with layered, reddish-brown rock formations under a clear blue sky. A prominent red banner is overlaid across the middle of the image, containing white text. The overall composition is bright and clear, with a yellow decorative bar at the top right and bottom right corners.

DAIDS APPLIED RESEARCH TRAINING (DART) CAUSES, SOLUTIONS, AND FORCES

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Causes, Solutions, and Forces Activity

What is it?

The following activity, Causes, Solutions, and Forces, seeks to identify and review essential standards of Good Documentation Practices (GDP) by utilizing Brainstorming, Affinity Diagrams, and Force Analysis techniques. Participants will analyze potential causes of poor GDP compliance and consider strategies for improvement. In the subsequent sections you will find the instructions and materials needed in order to complete this activity.

When can I use this activity?

This activity is good for a variety of events and purposes. The following list shows alternative ways to use it:

- Self-Reflection and reviewing concepts learned during an event
- Categorize, prioritize and rank individual and group ideas
- Generate, organize, and consolidate information
- Strategic Planning
- Team Building
- Decision Making
- Risk Analysis
- Change Management
- Managing a Project and Conflict Resolution
- Individual self-assessments
- Training Meetings/Events
- Conferences
- Group Annual Retreat
- Office/Departmental Meetings

What Materials / Resources do I need?

- Causes, Solutions, and Forces Facilitator Instructions 15Jan2020
- Causes, Solutions, and Forces Slide Deck 15Jan2020
- Force Field Analysis Poster 15Jan2020

How long does it take?

Allow approximately sixty minutes for the entire activity.

How do I prepare?

First, access the DART website and verify you have access to the course, then proceed with the following steps:

- Open the file: Causes, Solutions, and Forces Slide Deck 15Jan2020. Review the PowerPoint presentation and determine if you will want to use this during your activity. Feel free to add information or customize for the needs of your site.
- Open the file: Force Field Analysis Poster 15Jan2020 and print on an 18" x 24" or 24" x 39" paper size (optional) or use a blank sheet of paper or a whiteboard or download a free Force Field Analysis worksheet from the web (for example, mindtools.com).
- Determine how many participants will be attending and assigned to table teams. This will help you decide on how many posters you will print and how many sticky notes pads and paper you will need to provide. Familiarize yourself with the following activities:
 - Why do GDP Errors Occur?
 - How can we reduce GDP errors?
 - Force Field Analysis
- Assign and label three wall areas in your venue/room for participants to place the activity's Post-It® Notes.

How do I do it?

Now you are ready for the next steps. As a facilitator do the following:

- Layout the three (3) sub-activities. Ensure to follow the list instructions of each sub-activity as shown below:
 - First Sub-Activity: **Why do GDP Errors Occur?**
 - Write One (1) answer per Post-It® Note
 - Post notes to wall
 - Group notes to wall
 - Name the themes
 - Second Sub-Activity: **How can we reduce GDP errors?**
 - Consider Three (3) error themes
 - Brainstorm Three (3) to Five (5) solutions
 - Post potential solutions for errors
 - Third Sub - Activity: **Force Field Analysis**
 - Brainstorm forces that drive us towards solutions
 - Brainstorm forces that prevent us from change
 - Post Pro/Con forces on wall charts
- Make sure every table nominates a writer and a speaker to document each group response.
- The speaker will report answers to the other groups when called upon by the facilitator.
- Distribute each group Post-It® Notes.

- Make sure that members of each table group first reflect individually, then as table group.
- Remind group of their time frame for reporting answers per activity. (Suggested time period to report per activity twenty (20) minutes. Adjust as needed).

How can I modify this activity?

Don't want to use this activity as recommended? That will be perfectly fine! The benefit of this activity is that you have multiple ways to go about it. For example, you can adapt this activity to collect any type of data needed to help you move forward with specific decisions or changes needed for project implementation, studies, enrollment and resources.

Or for analyzing large amounts of information and discovering relationships which will allow a design direction to be established based on the associations (for example, examining trends in Corrective and Preventive Actions (CAPAs) and how to prevent these).

Moreover, you can use this tool for any project planning, or you can teach your staff/participants how to use these as a basic tool of quality.

Furthermore, you can use this to define your site/ studies goals or vision for change, gather your staff opinion and identify issues and solutions.