

10 STEPS to an Innovative Project

Make Your Dream Come True



Identify the Challenge

Look at existing processes and systems at your kindergarten or sector, and see if there are areas that are lacking or need improvement. Talk to teachers, parents and other stakeholders to get their feedback from a broader perspective.



Define the Challenge

Having a clear understanding of the challenge ensures that the ideas developed are relevant. If you are going to involve a team of teachers to help in the project, a clear definition of the challenge ensures everyone is on common ground.



Analyse how the Challenge affects the Kindergarten

Analyse the extent to which your kindergarten needs/vision/mission/core-values are affected by the challenge.



Set the Objectives of the Project

Decide what needs to be addressed and then lay out the objectives of your project. These objectives may be short-term, medium-term or long-term. With clear objectives, you can set measurable performance indicators that you can use to monitor the project.



Generate Creative Ideas

It is easier to find an innovative solution from a pool of 100 creative ideas. Gather your teachers and stakeholders for a brainstorming session.



Formulate an Innovative Project

Organise all the 100 creative ideas and combine/synthesize the best ones to formulate an innovative project; this may be a breakthrough idea, or an ingenious adaptation/modification of existing practices. Ensure that your project is aligned to your kindergarten needs/vision/mission/core-values.



Carry Out/Experiment with the Innovative Project

Formulate an action plan and carry out your project. Adherence to a realistic timeline can help in the timely completion of your project and avoid unnecessary overheads due to delays.



Document and collect data

Chart the milestones of your project and monitor its progress until completion. Recording events and collecting data regularly help you to check that the project is on track.



Evaluate and Analyse Results of Project

Upon completion of the project, assess the impact and success of the project. Use documentation and data collected to prepare a project report.



Review Impact of Project

An innovative project that is impactful brings about huge benefits to the kindergarten or sector, or benefits children/staff across multi-levels. If scalable, the impactful project could even be extended or modified to bring about greater benefits for the kindergarten or sector.