



## NAME OF THE ACTIVITY: WHO, WHAT, WHEN MATRIX

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### Activity nr: 3 / Project-Based Learning

Content	Skills	Competencies
Project-Based Learning	problem statement articulation, creating a who-what-when matrix	team working, cooperative learning, time management, decision making, problem-solving

### Activity Overview

WWW MATRIX	
General Description	With the WHO-WHAT-WHEN matrix, you can connect people with clear actions they have defined and have committed to in their project-based learning experience.
Materials	Flipchart Markers
Duration	15-30 minutes
Feasibility	The activity is feasible for group implementation. The activity is also feasible for online learning.



## Activity

1. On a flipchart or whiteboard, create a matrix that outlines WHO / WHAT / WHEN.
2. Although your instincts may tell you to start with the “WHAT” (the tasks and items that need to be done), this approach starts with the “WHO” (the people who will be taking the actions). Put every participant’s name into the matrix in this column.
3. Ask each participant what concrete next steps they can commit to. Place this in the WHAT column. Each participant may have a number of next steps they think are required or feel strongly about. For each item, ask that person “WHEN” they will have it done.
4. Actions don’t take themselves, and people don’t commit as strongly to actions as they do to each other. By putting people first, a few things change. First, it becomes clear that the people in the room are the ones who are accountable for the next steps. Second, by making commitments in front of their peers, participants stake their credibility on taking action and are more likely to follow through. And third, it becomes clear WHO is going to do WHAT by WHEN—and who has demonstrated little or no commitment.

## Tips/suggestions for the activity

If you want to do this activity online, you will need a third-party tool to illustrate and/or generate the WWW Matrix.

If your goal is illustrative, you can use PowerPoint or any other software that would allow you to create a board and go through the activity by filling in the sections. Whatever online tool you choose to use, make sure that the participants are enabled to interact with the virtual materials.

For example, visualisations, check the following two links:

[WWW Matrix Visual Example 1](#)

[WWW Matrix Visual Example 2](#)