

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5408 S. DICKINSON DRIVE
CHICAGO, ILL. 60637
TEL: (773) 835-3100
FAX: (773) 835-3101
WWW: WWW.CHEM.UCHICAGO.EDU



1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

2. Once the problem is identified, the next step is to define the objectives and goals of the project. This helps to clarify what needs to be achieved and provides a clear direction for the team.

3. The third step is to develop a plan or strategy to address the problem. This involves breaking down the problem into smaller, manageable tasks and determining the resources needed to complete each task.

4. The fourth step is to implement the plan. This involves assigning tasks to team members, setting deadlines, and monitoring progress. It is important to communicate regularly and provide support to team members throughout the process.

5. The fifth step is to evaluate the results of the project. This involves comparing the actual outcomes to the objectives and goals defined at the beginning. It is important to identify any areas for improvement and learn from the experience.

6. The final step is to report on the results of the project. This involves documenting the findings and conclusions, and presenting them to the relevant stakeholders. This helps to ensure transparency and accountability.

7. The last step is to reflect on the project and consider any lessons learned. This involves thinking about what went well, what challenges were faced, and how the project could be improved in the future.

8. Finally, it is important to celebrate the success of the project and acknowledge the contributions of all team members. This helps to boost morale and encourages a positive attitude towards future projects.