The following ranking table will help us understand how to act by translating *means* into *communication actions* for the community of practice.

2.5(a) Translate Means into Action

Rank each type of action from 1 to 5 (5 being most relevant or important) based on the list of means identified in the Opportunity Tree exercise.

Priority Level (1 least – 6 most)	Action	Variants	Activities/Tools	Metrics
Meetings 1 2 3 4 5 ☐ ☐ ☐ ☐ ☐	We want to organize and hold meetings	☐ Face-to-face/ blended ☐ Online synchronous ☐ Online asynchronous	-Scheduling -Announcements -Presentations -Comments -Notetaking -Participant polls -Breakouts -Recording	*Attendance *Participation *Outcomes *Cost savings
Conversations 1 2 3 4 5 ☐ ☐ ☐ ☐ ☐	We want to support open-ended discussions	☐ Single-stream discussions ☐ Multi-topic conversations ☐ Distributed conversation	-Single topic threads -Multiple threads -FAQ area -Tagging -Rating ("like") -Subgroups -Private chats -Translation -Archiving -Search	*Contributions *Reponses *Contributors *Perceived usefulness
Projects 1 2 3 4 5 ☐ ☐ ☐ ☐ ☐	We want to organize and manage a project	☐ Practice groups ☐ Project teams ☐ Instruction	-co-authoring -collaboration -subgroups -calendar -project mgmt -instruction -announcements	*Engagement *Impact *Cost-effectiveness *Perceived usefulness
Content 1 2 3 4 5 ☐ ☐ ☐ ☐ ☐	We want to gather and curate content/data	☐ Library ☐ Blogging ☐ Cataloguing ☐ Data gathering	-uploading files -sharing files -viewing files -commenting -tagging, rating -curation -subscription/alerts -archiving -search -analytics	*Contributions *Usage *Cost-effectiveness *Perceived usefulness

Access to Expertise 1　　2　　3　　4　　5 ☐　☐　☐　☐　☐	We want to access expertise easily and quickly	☐ Questions and requests ☐ Expert advice ☐ Shared problem solving ☐ Knowledge validation ☐ Apprenticeship/ mentoring	-simple Q&A -expertise search -FAQ -response rating -commenting -polls- -group messaging -private messages -following an expert -links to resources -search -automated responses	*Usage *Response *Timeliness *Cost effectiveness *Perceived usefulness
Social Networking 1　　2　　3　　4　　5 ☐　☐　☐　☐　☐	We want to connect with others in the community	☐ Community news ☐ Finding local resources ☐ Shared problem solving ☐ Social capital ☐ Peer support	-finding others (directory) -profiles -social network visualization -1-1 interaction -group interaction -media sharing -tagging, rating -subgroups -following others -search -administration -privacy control	*Activity level *Social capital *Perceived usefulness *Cost-effectiveness

Reference: Gow, G., Jayathilake, C., Hambly Odame, H., Dissanayeke, U., McMahon, R., Jayasinghe-Mudalige, U. K., & Waidyanatha, N. (2018). An Introduction to Technology Stewardship for Agricultural Communities of Practice: Course Workbook (2nd edition).   Available at: https://doi.org/10.7939/R3QV3CK28