Workshop Plan

Method & type	Purpose	Input	Output	Steps	Materials	Time
Draw Your Name warm-ups Template	The purpose of this exercise is for you and your participants to get to know each other and prepare them for a creative process while doing so. It is often used as a warm up when doing sketching exercises afterwards.	N/A	Comfort and nametags	'Hand out paper or blank stickers plus pens to the participants – keep one for yourself. Ask the participants to perform either 2a, 2b, 2c or 2d. Write your name and draw an x which starts with the same letter as your name (3-5 min). Write your name and draw your favorite x (3-5 min). Write your name and draw your favorite x (3-5 min). Write your name and draw the x that best represents you (3-5 min). x can be themes such as animals, flowers, food, skillset etc. Present your name and drawing and put on your nametag (1 min).	Paper, blank stickers or the template If paper is used safetypins or tape for attaching nametag Pens	5-10

Method	Purpose	Input	Output	How to	Materials	Time
Assumption dumption warm-ups, create-ideas Template	The purpose of assumption dumption is to get all the assumptions one might have about a problem or theme out in the open to create a shared understanding amongst team members. This is done to gain a new perspective on the problem/theme and explore beliefs and biases and thereby encourage discussion. This gives access to understanding each others point of view, which can be used to align expectations and identify new possible design areas	An assumption, problem or theme	Dumped assumptions, better understanding of the problem and opportunities.	'Print and hang the template where all can see them. The problem/theme should be inserted into the template. Divide the participants in groups of 3-4 people. Ask the participants to individually brainstorm over assumptions they have to the problem/theme. The assumptions should be written on post-its, one assumption pr. post-it (2-3 min). The participants should one by one hang the post-its on the template and cluster the assumptions simultaneously into predefined categories. Examples of useful categorizations could be e.g. 'relevant', 'irrelevant' and 'need to explore further' or whether the assumptions are 'actual constraints' or 'perceived constraints'(5-10 min, depends on the amount of participants and how many assumptions they have found). Complete another round of both step 3 and 4. At the end of the exercise you should be able to park the assumptions that are not relevant to your project. Make sure everyone gets a say in the discussion.	Template or large piece of paper Post-its Pens	15-30 min
Mind Map warm-ups, create-ideas Template	Mind mapping is a brainstorming tool that can be used to get the participants into the topic of the workshop and stimulate the participants brain creativity by warming them up for more complex brainstorming methods. It can be used to create a good environment for brainstorming and ideation. Participants tend to get competitive and laugh while doing the exercise which can lead to boosting the comfort between participants.	Keywords associated with the overall problem/goal that the workshop is targeting.	The key takeaway is that the participants have opened up their minds and are well prepared for more complex brainstorming methods. The output, in terms of the new keywords, might not be super useful in the later process(or maybe they are), but at least the participants have stretched their minds and have gotten familiar with each other.	'Prepare some keywords that are within the scope of the workshop. Divide the participants in teams of two. Give each group a keyword. Participant 1 draws a line from the keyword and writes a new keyword associated with it. Participant 2 then draws a line and writes a new keyword associated with the first keyword. Step 5 & 6 are repeated until the participants can not come up with new keywords. Give the participants a new keyword to further explore every 2 minute or before if the participants are stuck. Stop the method after 10 minutes.	Pens Whiteboard Wall space Template or post-its	10 minutes

Break energizer	During a workshop it is important to remember to have breaks. Optimally there should be a 5-10 minute break after working 45-50 minutes, that can be considered a rule of thumb, as ultimately the nature of methods and activities will always impact when a break is needed. Encourage your participants to leave the room, move around if possible, get water etc. This allows your participants to collect themselves and build up energy to move on to the next part of your workshop.	Participants low on energy	Energy level up - Creates comfort	'		5-10 min
The 5 Whys create-ideas <u>Template</u>	The primary purpose is to determine the root cause of a defect or problem by repeating the question "Why" five times according to a predefined problem. Not all problems have a single root cause why 'The 5 Whys' can help explore the root cause.	A defined problem needed to be examined.	The root cause of the problem. Potential multiple root causes.	'Divide the participants in groups of two. Hand out templates where you have filled in the situation/problem. Ask the participants to fill out the template by first reading the problem. Secondly the participants should ask themselves 'why' and come up with an answer. Asking 'why' 5 times will provide the participants with the root cause of the problem/situation (5-10 min). Show an example of how to use the method to make it more clear for the participants what to do. The example should not relate to the scope of the workshop ensuring you are not priming your participants (2 min). Ask each group to present their 5 whys (1-2 min per group).	Template & Pens	15 minutes

Ranking Through Group Discussion choose-concept Template	The purpose of this exercise is to get an overview over which ideas your participants find as being the best. This can then give basis for choosing a concept or problem to take on further into the development process.	Multiple concepts/problems	Ranked concepts	'Divide the participants in groups of 3. Present the different concepts/problems to the participants (1-2 min per concept). Hand out all concepts/problems to all groups. Ask the groups to discuss each concept/problem and place them on the ranking template (5 min per concept they need to discuss). Ask each group to present the ranking order (2 min per group).	Template Concepts	10 - 20 min

Prototyping (Storyboarding)
choose-concept
 	
Template
	The purpose of prototyping is to visualise an idea in a drawing or physical shape.
	
	It is used as a boundary object for discussion for further detailing, development or presentation of a concept.
	
	This representation gives a good groundwork for a common understanding of a concept and ground for more ideation.
		Basic ideas or descriptions for concepts	Prototypes	'Divide the participants in groups of 2 or 3.
				
				Assign or make the groups choose what concept to prototype.
				
				Present materials accessible for the participants. Materials can include:
				    Legos
				    Modelling clay
				    Cardboard
				    Paper
				    Pens
				    Storyboards
				    Tape
				    Scissors etc.
				
				Give the participants a minimum of 15 min to prototype. For physical prototyping give more time
				
				Be observant on how the participants use the materials – do they need to go another route like sketching? storyboard? be observant.
				
				Let the participants present their prototype (5 min per group).
					Lego
					Modelling clay
					Cardboard
					Paper
					Foamcore
					Foam sheets
					Templates
					Pens
					Tape
					Scissors
					Exacto knife
					cutting mats
					Glue
					Misc.
						15-80min