



# Workshop plan

Type	Method	Purpose	Input	Output	Steps	Materials	Time
Warm up	Name round	Get to know each other	Question ideas		Each participants presents themselves and answers questions: <i>What is your name</i> <i>What do you study</i> <i>How do you think you can contribute to this workshop</i>	A4 Paper for note taking - <i>1 per seat</i>  Pens for note taking - <i>40-50</i> (equal to number of participants)  <b>Question ideas slide</b>	5-10 min
Create ideas	Brainstorming	The purpose of a brainstorming session is to create as many ideas as possible within a certain timeframe.  It uses the constraint of time to enhance creativity, to get a lot of shortly described or sketched ideas.	Themes or problems that needs exploring	Ideas	Provide the participants with the overall problem that they are going to brainstorm about.  <b>Show an ability card on a slide</b> and ask the participants to brainstorm individually and sketch or note down as many ideas they can think of (2 min).  Repeat with 2-3 more Ability cards (6 min)  Ask the participants to present their ideas to the rest of the group (5 - 10 min, depending on the amount of participants).	Post-its - <i>2-3 stacks pr. table</i>  <b>Ability card slides</b>	20 min
Choose concept	Matrix sorting	The purpose of the method is to compare the concept proposals to criteria and figure out which to further develop.	Concept proposals or ideas and criteria for the axes.	Visual representation of how well each concept proposal lives up to the criteria in the matrix	In pairs, place the ideas that have been generated in the matrix	Matrix template	15 min
Choose concept	Prototyping (sketch) Method name #5	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 common understanding of a concept and ground for more ideation.	Basic ideas or descriptions for concepts	A sketch prototype	In pairs, ask the participants to create a sketch prototype of their concepts	Sketching template	15 min