Workshop Plan

Method & type	Purpose	Input	Output	Steps	Materials	Time
The 5 Whys create-ideas Template	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

How might we create-ideas, choose-concept Template	The purpose of the method is to reformat the overall problem into suggested solutions by asking "How might we". The method will open up the solution space and help you to highlight which aspects of the problem are important to take into account for your development process.	A problem	Ideas for how to encounter the overall problem.	'Hand out post-its and pens to all participants (1 min). Explain the method by showing the template and go through a problem that does not resemble the overall problem of the workshop (2 min). Ask the participants to familiarize themselves with the overall problem and brainstorm individually on sentences starting with "How might we…." that can solve the problem – write it on a post-it (3 min). Ask the participants to hang the post-its on the template (1 min). Ask the participants to complete a second round of individual brainstorming (3 min). Participants should hang the post-its on the template again (1 min). Step 6 & 7 are repeated until you can tell the participants are out of ideas for HMW sentences. Each brainstorm round should be 3 minutes. Present the HMW sentences(1-2 min per. participant).	Pens Post-its Space Template	15 min+
Brainstorming create-ideas	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	'Hand out post-its and pens to the participants. Provide the participants with an overall problem that they are going to brainstorm about. Ask the participants to brainstorm individually and sketch or note down as many ideas they can think of (3-5 min). Ask the participants to present their ideas to the rest of the group (5 – 10 min, depending on the amount of participants). Repeat step 3 and 4 as needed. Use the ideas in another exercise for choosing and detailing.	Post-its Pens	14-30 min

| **Break** | 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 |
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| energizer | | | | | | |

| **Prototyping (Sketching)** | 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 | 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 |
| choose-concept

Template | | | | | | |

Product Design Specification (PDS)
create-ideas
 	
<u>Template</u>
	The purpose of a product design specification (PDS) is to get an overview of requirements and criteria that your final solution should live up to in regards to different categories. It will help you gain an overview of the research/learnings you have had and will gain throughout your development phases. It is a great method to use before hosting a workshop as you will have a much more clear vision of what is needed.	Research	Overview of requirements and criteria for your design process.	'Define categories that are enabled within your design. These could for instance be:
				    Safety
				    Materials
				    Dimensioning
				    Using factors/intuitivity
				    Durability
				    Color etc.
				The categories will depend on your task why the above are just examples.
				
				Create a matrix that has 4 columns (category, requirement, criteria, comments) and x rows.
				
				Fill in all the categories that you found would apply to your design process.
				
				Fill in requirements for each category. Requirements are things that your design must live up to.
				
				Fill in criteria for each category. Criteria are things that would be nice that your design could live up to but it is not a must.
				
				Fill in comments if you feel the need to further elaborate on either the requirement, criteria or both.
				
				Expand/edit your PDS throughout your design process so it reflects your learnings.
					Table/excel → computer
					If printed → pens and template
						Ongoing