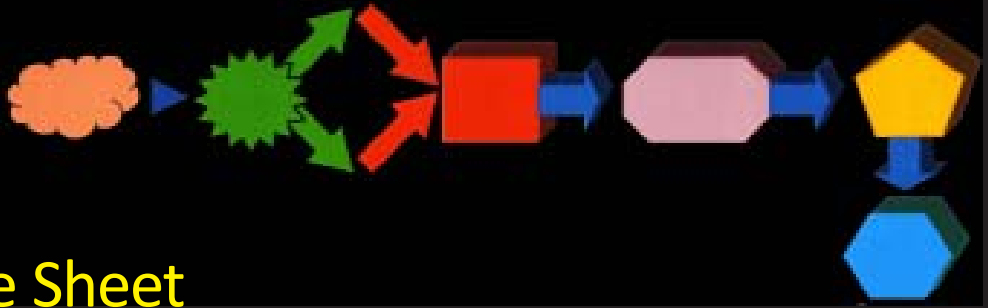


Compression Planning®

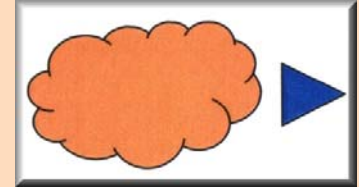
Quick

Reference Cue Sheet



Before the Launch

1. Set the Planning Space
2. Finalize the set-up of the Storyboards
3. Set out the tools - cards, pins, dots, etc.



At the Launch

1. Read the Topic Card: Today we are here to work on “_____”
2. Do participant introductions (if required)
3. Briefly explain your role as a facilitator and the Compression Planning process.
4. Recruit 2 printers and one pinner.
5. Have the Client come up to the storyboard and explain their Design – Topic, Overall Purpose, Purpose of this Session, Non-Purpose, Background and then headers.
6. Ask for clarifying questions and direct your printer to capture the responses on cards.
7. Explain Pure Form Thinking and post the green Explore Guideline Cards.
8. Explain and negotiate the use of “artifacts” – reminder balls, etc.
9. Start facilitating the first header



Facilitating the Exploratory Section of the Master Planning Model

1. Facilitate each Header - start with the first question and work your way to the right
2. Make sure you are Spinning/Churning each idea
Start slow and work with your printers
3. Determine if a sub-divide would be appropriate - it picks up time and gives quiet people a chance to be heard
 - a. Break up the group into teams of 2-3
 - b. Direct them to generate a specific number of cards in the timeframe allotted - “5 ideas in 4 minutes”
 - c. Have each group share their ideas before pinning



During the Break

1. Confer with the Client on Concept Headers. How would it be most helpful to sort, select and organize this material?
2. Propose Concept Headers that you created prior to the session
3. Post Focus Guideline Cards
4. Set up the Storyboard with Concept Headers
5. Put up a Retrieval Envelope



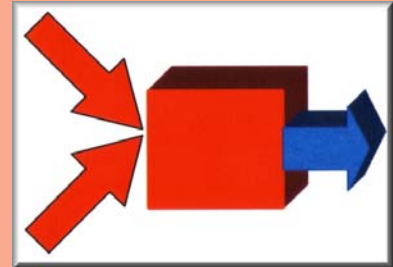
During the Focus Phase

1. Review the Focus Guidelines
2. Determine colors and numbers of dots
3. Explain Concept Headers, Review Purpose of Session and instruct participants to dot
4. Make preliminary decisions and move the cards
Sort the ideas down to a manageable few
5. Explain the Retrieval Envelope



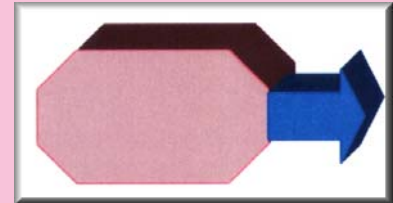
During the Concept Phase

1. Merge ideas/restate ideas
2. Make commitments - gain consensus on "fit to Purpose of this Session"
3. Try to eliminate as much as you can. Be cautious not to OVER-merge - if a card can be done by itself, keep it as a separate idea.
4. Aim for the key ideas you intend to do - focus on the UNIQUE factors



Facilitating the Action Plan

1. Determine if you want to task at the micro or macro level
2. Identify the critical few next steps to move this issue idea, project to the next level
3. List all the tasks first
4. Determine who will be responsible for getting something done as well as a deadline for that task
5. Identify Expected Results of each task. What will happen as a result of this task getting done?



TASKS	WHO WILL DO IT	DEADLINE	EXPECTED RESULTS
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Facilitating the Communication Plan

1. Identify one name or group of people per card
2. Put one Specific Message per card - "They need to know that..."
3. Identify by number which messages apply to each person/group
4. Determine the person responsible for communicating the message
5. Determine the method of communicating the message(s)
6. Set a deadline for communication



STEP 2	STEP 1	STEP 3	STEP 4	STEP 5	STEP 6
SPECIFIC MESSAGES	WHO NEEDS TO KNOW	WHAT THEY NEED TO KNOW	WHO WILL TELL THEM	HOW WE WILL TELL THEM	DEADLINE

WHAT WENT WELL	WHAT WE WOULD CHANGE FOR OUR NEXT SESSION	LESSONS LEARNED
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