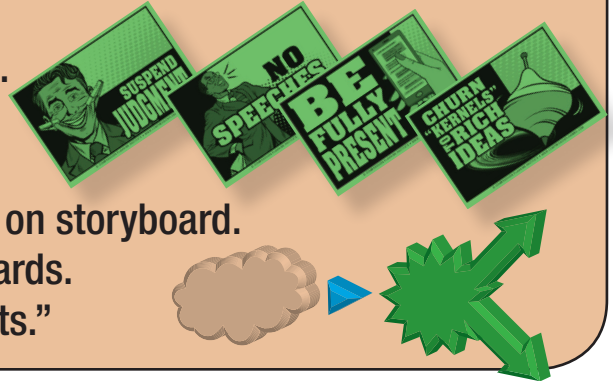




CUE SHEET

LAUNCHING YOUR SESSION

1. Read the Topic Card: Today we are here to work on “ _____ ”
2. Do participant introductions (if required)
3. Explain your role and Compression Planning.
4. Recruit 2 printers and 1 pinner.
5. Have your Client explain their Design.
6. Ask for clarifying questions. Post responses on storyboard.
7. Review and pin up your Explore Guideline Cards.
8. Explain and negotiate the use of your “fidgets.”



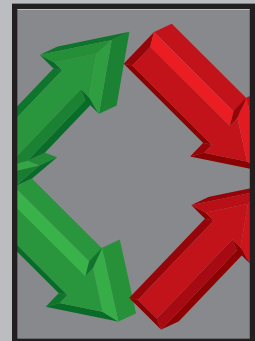
LEADING YOUR EXPLORATION SESSION

1. Start with your first header. Model CHURNING - assign, prototype, cost.
2. CHURN each idea. Start slowly and work with your printers.
3. Start with the first header and work to the right.
4. Determine if a sub-divide would be helpful.
 - a. Break into teams of 2 people per subgroup
 - b. Give them a quantity goal within a time period
1 minute per idea plus 1 minute “buffer” - i.e. 5 ideas in six minutes
 - c. Walk around and ensure subgroups are Churning ideas
 - d. Have each subgroup come to the board and share/pin their ideas.
5. Monitor your time so the group doesn’t spend all of it in the Explore Phase



DURING THE BREAK

1. Confer with the Client and determine Concept Headers.
“How would it be most helpful to organize this material?”
2. Post Focus Guideline Cards
3. Set up the Storyboard with Concept Headers
4. Determine number and color of dots



FOCUS PHASE

1. Review Focus Guidelines
2. Explain Concept Headers
3. Review Purposes of Session.
4. Instruct participants to dot

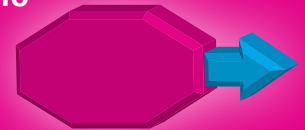


CONCEPT PHASE

Make decisions. Move cards - Does the idea deliver your session purposes?
 Note: Be cautious not to OVER-merge - if a card can be done by itself, do so.

ACTION PLAN

1. Decide to task your Key Decisions...or your Project as a whole.
2. Identify the critical tasks to implement your Key Decisions/Project.
3. Determine who will be responsible for getting something done as well as a deadline for that task
4. Identify Expected Results of each task.
 What will happen as a result of this task getting done?



Starts with
a VERB

Tasks

Who Will Lead
The Effort/
Deadline

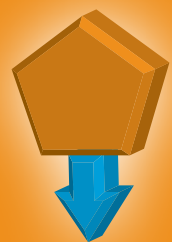
Expected
Results

Starts with
a NOUN with
specifics

COMMUNICATIONS PLAN: Ask "What are our communications responsibilities NOW?"

If simple, embed in Action Plan. If complex, use the template below.

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

Specific
Messages

STEP 1

Who Needs
to Know

STEP 3

What They
Need to Know

STEP 4

Who Will
Tell Them

STEP 5

How Will We
Tell Them

STEP 6

Deadline

DEBRIEF

What Went
Well

What Would We Change
for Our Next Session

Lessons
Learned

