

LiFT Methodology book – systematically designing and preparing a Collaboratory – Work sheet

Workshop: (name, place, date of your event)

1 The Context				
	Facts	Reflections	Implications for Facilitation	To dos/who is in charge
Hosting organization(s)				
Issue / main topic / focus/ goals				
How is the host connected to the issue?				
Duration/available time				
Relevant stakeholders to be included				
Potential experts				
Expected/desired n° of participants				
Degree of familiarity of stakeholders and participants with issue + method				
Pre-event activities				
Character of the venue(s)				
Other details to be considered				

2 Facilitation design				
	Ideas	Reflections & Considerations	To does/in charge	deadline
Framing: communication between LiFT and local hosts				
setting the stage (designing venue, materials needed)				
Other technical aspects				
Facilitators, roles				
Structure, default phases, elements and components of the collaboratory:				
Timing & scheduling breaks				
Introduction, framing and orientation				
Getting to know each other				
Downloading phase				
Dialog phase				
More sharing, breakout groups?				

Visioning phase				
Sharing and harvesting				
Prototyping				
Co-creating				
More ...				
Closing				
Ideas for breaks?				
Other relevant elements?				
General considerations				
tensions & difficulties to be expected				
Specific challenges?				
Desired support roles				

More space for notes