

Collaboratory – General Structure – Overview Oct 2016

Phase*	Main intention & goals	Ideal/minimum time frame (can be extended and vary in relation to overall available time)	Comments
Before the event	Needs analysis Defining purpose, topic and working question, together with the topic owner Identifying & inviting suitable stakeholders & briefing them, Marketing to get the “right” participants	3-6 months ahead of the event, ideally more	
Phase 0 Opening and getting to know each other	Welcoming, introduction and framing Have participants connect to each other by presenting themselves and expressing expectations	30-45 min	
Phase 1 Downloading and Debate, open the mind	Get diverse expert and non-expert (stakeholder) knowledge into the room Invite a diversity of perspectives around the topic, thus increasing awareness of its complexity and the number of possible viewpoints	1-2h	
Phase 2 Dialogue Open the heart	Engage participants in deeper conversation & dialog, going beyond just the factual level, involving them as whole persons Invite an emphatic, generative listening style, suspending judgement, allow for hidden dimensions and personal connections with the topic to emerge	1-2h	

Phase 3 Visioning, Presencing	Use intuition and imagination to access information „from“ the desirable future	15-30 min	
Phase 4 Chrystallizing, creating collective visions, open the will	Harvest, represent and exchange visions with other participants, co-create a collective vision	10-45 min	
Phase 5 Protoyping projects, building partnerships, defining commitments	Co-create concrete projects following from the vision which can be implemented in “real” life within a reasonable time frame	1-3h	
Phase 6 Rounding up, closing	Sharing & Summing up key insights and results Closing ritual than honors the process, the participants and the outcomes and opens up towards the future Giving back the outcomes to the local topic owner	20-40 min	
Phase 7 Follow-up	Interviews Ensure support and encouragement when “hitting the road” Self-organised community and initiatives Follow up meetings / workshops	1-6 months or more	
	If requested: follow-up Collaboratory		

* The phases roughly follow the elements of the “U-process” by Otto Scharmer, with the visioning in the center.