# Collaborative Process Tools:

## A Variety of Elements to Build Collaborative Capacity



Elements of Collaboration — 74 collaboration patterns that improve your teamwork, productivity and creativity. www.mindquarry.com

Jessica L. Thompson
Assistant Professor
Human Dimensions of Natural Resources
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Colorado State University

# Today's Presentation

- Facilitating Tips:
  - The Role of the Facilitator
  - The Zen of Facilitating
- Collaborative Process Designs:
  - Several specific strategies you can adopt and integrate for your collaborative effort

# The Role of the Facilitator

- Support everyone to do their best thinking
- Encourage full participation
- Promote mutual understanding
- Foster inclusive solutions
- Cultivate a shared responsibility

# The Zen of Facilitating

- Be a servant & leader
- Get people ready to learn
- Check your ego at the door
- Be a sieve
- Be the "keeper of each person's dignity"
- Have a beginner's mind

NATIONAL ISSUES FORUMS

U.N. INTERNATIONAL YEAR OF PLANET EARTH
2008
CLIMATE CHANGE SUMMITS

Community Weaving
A new solution for a new century
Weaving the fabric of community to create a more caring, just and civil society.

Public Conversations Project

THE WORLD CAFÉ

Citizens Jury Process

Open Space Technology

Scenario Planning

Participatory Modeling
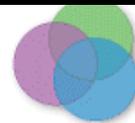
Shared Vision Planning
• PLANNING PRINCIPLES
• SYSTEMS MODELING
• COLLABORATION
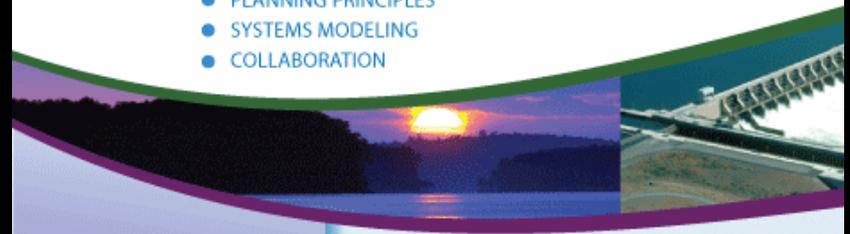
FUTURE SEARCH

# Community Summits



- For complex issues that need quick answers
- Common ground to support action
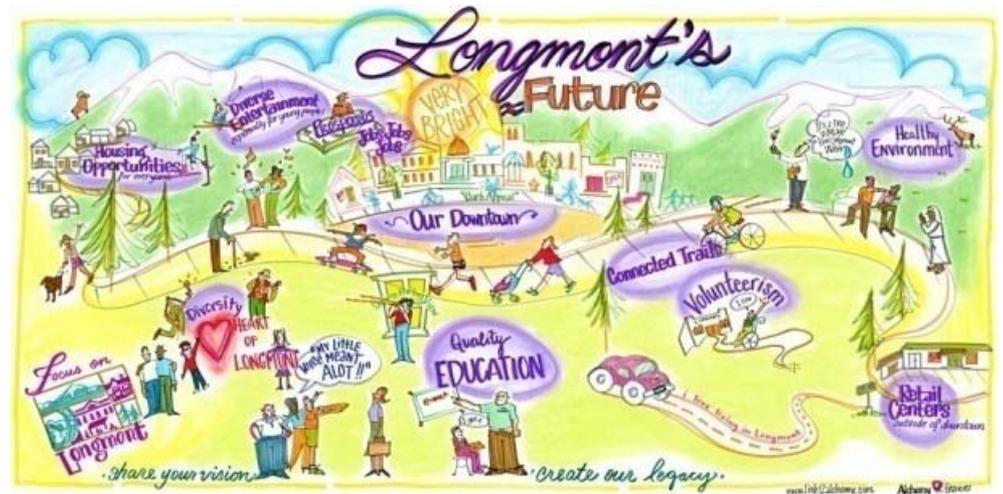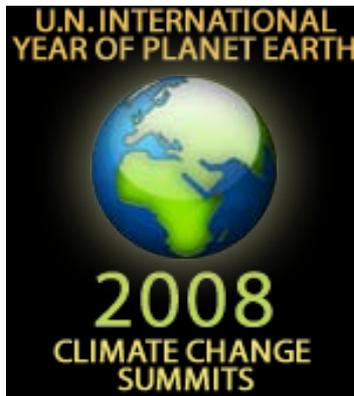
# Public Conversations Project

- Questions & Dialogue

- "Shifts Happen!"

- "Shifts Matter!"

# Community Weaving

- Neighborhood capacity building

- Grassroots networking

- Technology and web-based resources

- Linking formal & in-formal systems

# World Cafe

- Conversation-based process

- Dinner  Table Etiquette

- Thoughtful Questions

- Ambiance

# Open Space Technology

- Stakeholders create and self-select into relevant groups

- For 5-2000

- Complex Issues

- Diverse Interests

# Futures Search

- Task-focused

- Planning meeting

- Move from past to desired futures

- "Talking about the same world"

# Scenario Planning

- Construct stories of plausible futures

- Quantitative or Qualitative

- Integrate Science & Social knowledge

# Scenario Planning

# Participatory Modeling

- Systems Thinking + Modeling

- The model structures the dialogue

- Blends scientific & local data
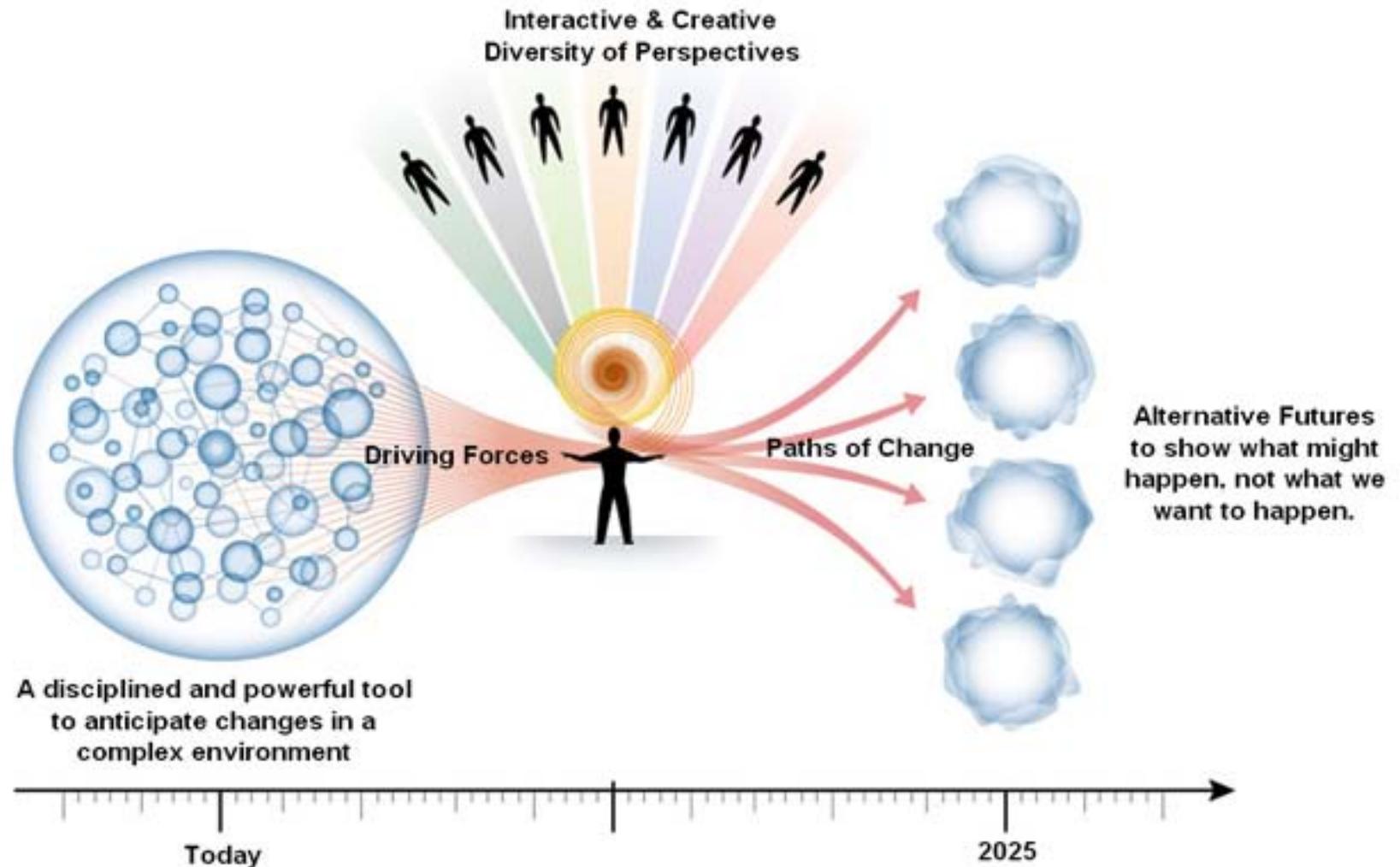
# To Make it Work…

- The right process for the problem

- Invest early

- Invite everyone

- Focus on dialogue & learning – not consensus

# Find Out More!

- Public Conversations Project
  http://www.publicconversations.org
- Community Weaving http://www.communityweaving.org
- Community Summits
- World Café http://www.theworldcafe.com
- Open Space Technology http://www.openspaceworld.org
- Futures Search
- Scenario Planning
  http://www.well.com/~mb/scenario_planning/
- Participatory Modeling
- Shared Vision Planning
  http://www.svp.iwr.usace.army.mil/

# Elements of Collaboration

## 74 collaboration patterns that improve your teamwork, productivity and creativity

**People** | **Productivity Software** | **Collaborative Software** | **Methods**

| | | | |
|---|---|---|---|
| 1 T — team | | | 2 Ta — tagging |
| 3 P — project | 4 Pm — project manager | 5 E — e-mail / 6 M — mailing list / 7 W — wiki / 8 C — content management | 9 B — brainstorming / 10 R — rapid prototyping |
| 11 K — knowledge worker | 12 I — information ambassador | 13 V — VoIP / 14 Kb — knowledge base / 15 S — social network / 16 Im — instant messaging | 17 G — getting things done / 18 Mm — mind mapping |
| 19 Tc — team communicator | 20 Wg — wiki gardener | 21 Ie — Internet Explorer / 22 F — Mozilla Firefox / 23 A — Adobe Acrobat / 24 Wo — Microsoft Word / 25 Ps — Adobe Photoshop / 26 O — OpenOffice.org | 27 Fs — file sharing / 28 Wh — whiteboard / 29 Wc — web conferencing / 30 Cr — chat room | 31 Cp — cross pollination / 32 Ap — Agile projects |
| 33 L — learning catalyst | 34 Tp — technology phrophet | 35 Ac — Autocad / 36 Gi — The GIMP / 37 N — Notepad / 38 Ex — Microsoft Excel / 39 Is — Inkscape / 40 Fm — Freemind | 41 Of — online forum / 42 To — todo list / 43 Wb — weblog software / 44 It — issue tracker | 45 Wb — whiteboarding / 46 Mp — milestone planning |
| 47 Cc — collaboration champion | 48 Ip — innovation promoter | 49 Mo — Microsoft Outlook / 50 Th — Mozilla Thunderbird / 51 Mj — Mindjet Mindmanager / 52 Pp — Microsoft Powerpoint / 53 Ai — Adobe Illustrator / 54 V — Microsoft Visio | 55 Gc — gantt chart / 56 Pm — presence management / 57 Cs — calendaring software / 58 Ws — workflow system | 59 U — unmanaging / 60 Bu — bottom up management |
| 61 Ce — creativity evangelist | 62 Pt — procrastination terminator | 63 As — Apple Safari / 64 Ei — Eclipse IDE / 65 Ic — Apple iCal / 66 Kn — Apple Keynote / 67 Ne — Novell Evolution / 68 Ap — Apple Pages | 69 Ts — timesheet software / 70 Ad — address directory / 71 Ms — mindmapping software / 72 Sb — skill database | 73 Ts — team synchronization / 74 Fc — freeform collaboration |

## Legend

Popularity rank: lower number indicates higher popularity

Element symbol, shortcut for the collaboration pattern

11 K — knowledge worker

Element group: green for people, yellow for tools, orange for collaborative software, brown for collaboration methods
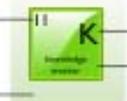
Element name, name of the collaboration pattern