CollaborateUp

As the group facilitator, you're responsible for: (1) Moderating the group discussion (2) Ensuring the group moves through each activity so that it will accomplish mutual goals within the time allotted. Use this guide to reference instructions and key concepts. If you have any questions, please see any one of the facilitators for clarification.

Working Group Round One: Elevator Pitch

Objective: Create a 3-5 sentence "elevator pitch" for how you will produce products, services, or other value to provide a common set of outputs, outcomes, and/or impacts?

Instructions:

1. Review your original idea and purpose
2. Discuss the details of your project
3. Fill out the worksheet
4. Craft your "Elevator Pitch."

Key Concepts:

S.M.A.R.T. Outcomes	Agile Diagram
When organizing work, each collaborative team sets its own outcomes that align with the overarching collective objectives. These outcomes should follow the S.M.A.R.T. system: ·Specific: Specify precisely what value the outcome will provide, who does the work, and who benefits. Using only one action verb per outcome is preferred. ·Measurable: Outcomes are testable propositions that can be measured against a defined target. ·Assignable: Outcomes are clearly assigned to a responsible party or parties. ·Realistic: Outcomes are attainable within the given time frame and resources allotted. ·Time-based: Outcomes include a timeframe for completion.	
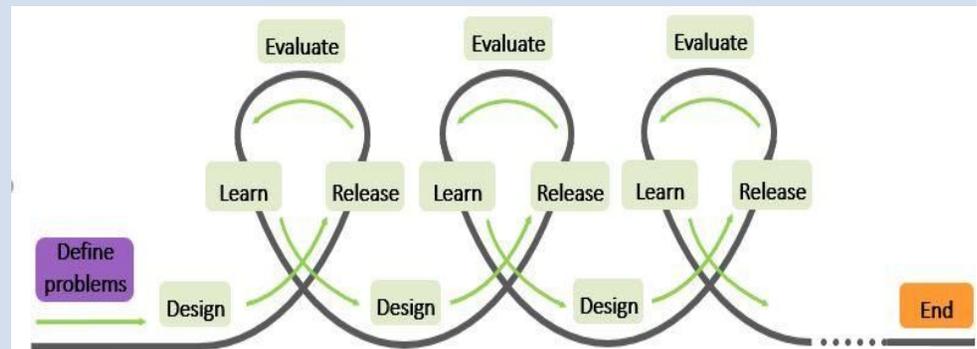
Cross- pitch 1: Rapid reporting + feedback

Objective: Pair up with another group as assigned. Each group takes turns delivering their pitch and getting constructive feedback.

Instructions: Your working group will pair with another group and share your elevator pitch.

Group assignments: Working Groups 1&2; 3&4; 5&6; 7&8.

1. Lowest number pitches first (e.g., 1 goes before 2)
2. The listening group listens without interrupting and takes notes
3. After the pitch ends, the listening group asks clarifying questions
4. The listening group suggests changes/upgrades. The pitching group MUST NOT defend or respond. Just listen and write down the feedback.
5. Groups switch and repeat steps 1-4
6. Once both groups have finished pitching/listening/providing feedback, return to your workspace to discuss if/how to incorporate feedback

> **Remember:**
> - If in doubt, simplify
> - Put yourself in everyone's shoes-Why do you care? Why should they care?
> - Who gains? Who loses?
> - Adjust your scope to what you can realistically do and deliver in 30/60/90 day increments

-Break for Lunch-

Refinement 1: Fine tune your "Elevator Pitch"

Objective: Produce a second draft of your elevator pitch based on the feedback received from other groups.

Instructions:

1. Discuss: feedback received during the cross-pitch. To be delivered by the spokesperson.
2. Revise: include something you hadn't thought of before.
3. Simplify: an "Elevator-Pitch" should only be 3-5 sentences.

> **Worksheet tip:**
> Use the extra space given to you on the back of the worksheet to consolidate notes taken during the cross-pitch process.
>
> The box labeled "Refinement 1" is where your group should record your second elevator pitch.

Working Groups Round 2: Design Sprint

**Objective:** Develop an Agile Rollout Plan and incorporate essential questions

Instructions:

1. Fill out the Agile Rollout Plan worksheet
2. Use the Agile Rollout Plan completion guide to assist you

Key Concepts:

Agile Principles	Methods for Gathering Data	Design Process
- Fall in love with problems before falling in love with specific solutions. - Value relationships and collaboration over rote processes and bureaucracy - Quickly deliver functional programs instead of comprehensive, but delayed programs. - Integrate with existing efforts instead of creating new or isolated programs	- Existing indicators - Existing documents and reports - Collecting data from individuals or groups - Physical measurement - Observation **Process vs. Indicators** Process: Metrics that track the type of activities Metrics that track outputs Indicators: Measuring that show progress toward the outcome	
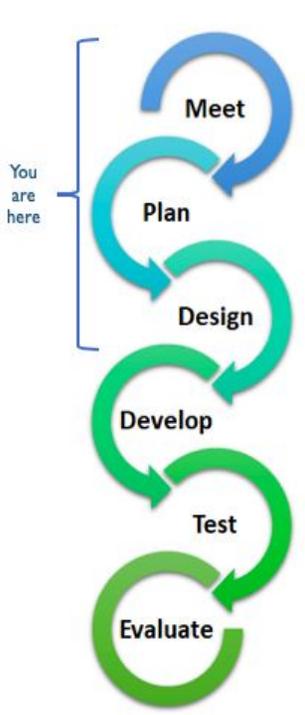
Cross-Pitch 2: Rapid Reports Back + Feedback

Objective: Pair up with another group as assigned. Each group takes turns delivering their pitch and getting constructive feedback.
Instructions: Your working group will pair with another group and share your elevator pitch
Group assignments: Working Groups 1&8; 2&7; 3&6; 4&5.
1. Lowest number pitches first (e.g., 1 goes before 8)
2. The listening group listens without interrupting and takes notes
3. After the pitch ends, the listening group asks clarifying questions
4. The listening group suggests changes/upgrades. The pitching group MUST NOT defend or respond. Just listen and write down the feedback.
5. Groups switch and repeat steps 1-4
6. Once both groups have finished pitching/listening/providing feedback, return to your workspace to discuss if/how to incorporate feedback

-**Afternoon Break-**

Refinement 2: Fine tune your Agile Rollout Plan

Objective: Review your Agile Rollout Plan and make adjustments based on feedback received.
Instructions:

1. Discuss: feedback received during the cross-pitch session
2. Adjust: remember the design process. Walk through your revisions with feedback in mind.
3. Use the area provided on your worksheet to take notes or draft adjustments if new space is needed.

Remember:
- Define
- Design
- Implement and Reinforce
- Evaluate
- Adjust

Craft your final pitch:

Objective: A presentation ready "elevator pitch" for your group project
Instructions:
1. Your group spokesperson must present your final pitch to the workshop
2. Incorporate: Overall feedback, your refined Agile Rollout Plan, and group commitments
3. Consider: What value are you creating and how? How does what you're doing complement/fit with what others are doing?
4. Record: On the back of your group sign-in sheet, in the space provided, write down your final elevator pitch