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| DESIGNING A PARTICIPATORY EVENT Template |
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| **Situation Analysis:** What is going on? Background: What has been happening?Basic Data: Numbers, business history, trends.... |  |
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| **PRODUCT** | **PROCESS** | **PEOPLE** |
| **Focus:**What is the topic or area of concern?What are the key issues to deal with?What is the period of time to be covered by the decision? |  | How will the time be used?What methods will accomplish the objectives?What procedures are needed? |  | **PARTICIPANTS:**Who will be the participants to the event?What viewpoints or authority needs to be present?  |  |
| **Product Needed:**What written produce do we need to represent our decision? |  | **T.E.A.M.S.:*** Time
* Eventfulness
* Accomplishments
* Methods
* Space
 |  | **Stakeholders:**Who will be affected by the results? |  |
| **Rational Aim:**What does the group need to clarify or make a decision about? |  | **Experiential Aim:**How will people be different at the end of the session? |  |
|  |  |  |
| **Preparation / Set UP:**How will group be notified?Where will this event happen? |  | **Practical Details:**What is the date and time of the meeting? |  | **Follow Through and Follow Up:**Who is responsible for managing or leading the implementation?Will there be further work on this? |  |

\*Answer the "Situation Analysis" first, then follow with "Product, People and Process" or "People, Product and Process"

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