

Designing A Participatory Event

Situation Analysis: What is going on?
Background: What has been happening?
Basic Data: Numbers, business history, trends...

PRODUCT

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?

Product Needed:

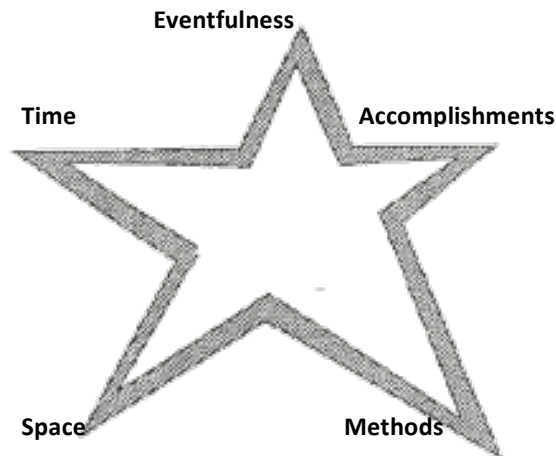
What written product do we need to represent our decision?

Rational Objective (Aim):

What does the group need to clarify or make a decision about?

PROCESS

How will the time be used?
What methods will accomplish the objectives?
What procedures are needed?



PEOPLE

PARTICIPANTS:

Who will be the participants in the event?
What viewpoints or authority needs to be present?

Stakeholders:

Who will be affected by the results?

Experiential Objective (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 session?

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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Designing A Participatory Event

Situation Analysis:

PRODUCT

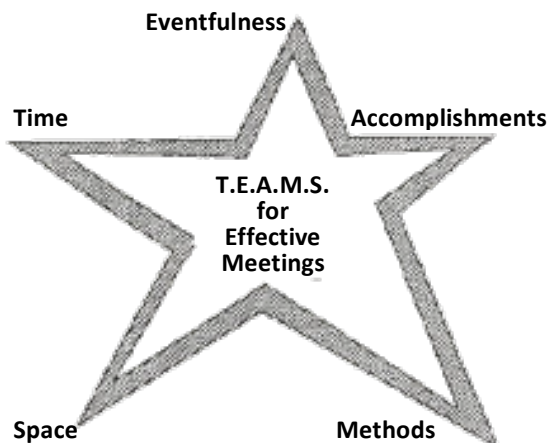
Focus:

Product Needed:

Rational Objective:

PROCESS

Method/Methods:



PEOPLE

Participants:

Stakeholders:

Experiential Objective:

Preparation / Set Up

How will group be notified?
Where will this event happen?

Practical Details

What is the date and time of the session?

Follow Through and Follow Up: