A ToP Design Pattern Template

The Big Picture

Name	Your name for this design pattern. The name should capture the imagination and be functional.
Overview	A brief description of this design pattern. "in a nutshell" A paragraph should be sufficient to provide an overall image of the objectives, steps and results.
Metaphor	"it''s like . . . . " Explain why you chose this name
Graphic	A visual image that encapsulates this design pattern.
Level of thinking	Identify the primary level of thinking involved. **Objective** – Perception Focusing on the most concrete beginning point for further discussion or collaborative work - building a foundation of basic data about the topic of inquiry - generating initial ideas, observing, remembering or clarifying facts, ideas and information. **Reflective** – Relational Expressing internal relationships to the objective information, Relating to the objective information, expressing immediate reactions, describing memories, making associations and connections among ideas, describing feelings, moods and emotions, **Interpretive** – Judgment Determining the meaning and significance in relation to the topic, making sense – understanding, determining significance, creating meaning, determining purpose, stating implications, considering alternatives and options, **Decisional –** Resolution Articulating commitments, choices and decisions in relation to the topic, making a decision, stating a resolution, choosing among options, forming a consensus, determining profound or transcendental meaning, indicating actions to be done, making assignments, responding to or answering the central question of the inquiry. In some cases, all or several levels of thinking may be included in the steps in order to enable the group to focus on the primary level of thinking involved.
Pattern of Collaboration	Describe the kind of conceptualization the group is trying to do together. **Generate** Moving from fewer to more shared ideas, ideation, brainstorming, creative idea generation, gathering information, data and ideas, reflecting. **Reduce** Moving from many concepts to fewer concepts, filtering ideas in relation to a criteria, summarizing, selecting unique concepts, eliminating duplication and overlap, aggregating, clustering, or grouping similar ideas, sorting ideas into categories.

	▪ **Clarify** Moving from less to more shared understanding of the concepts, understanding terminology, stating problems clearly, understanding possible solutions, mutual knowledge, beliefs and assumptions, shared context, clarifying possible options and actions. ▪ **Organize** Moving from less to more understanding of the relationships among concepts**,** categorization, classification, sequencing**,** causal relationships, clustering in relation to a focus question, creating a gestalt. ▪ **Evaluate** Moving from less to more understanding of the relative value of concepts, voting, rating, ranking, identifying preferences, surfacing assumptions, identifying evaluative criteria, selecting among options, measuring value in relation to criteria, weighing pro and cons. ▪ **Consensus Building** Moving from less to more agreement or acceptance of concepts, aggregating preferences, resolving disagreements, negotiation, forming shared understanding, creating common meaning, creating common will, integrating multiple perspectives, expressing commitment, articulating statements of consensus
Role	The role it plays in an overall process
Best uses	Describe the situations in which this design pattern is best used. The problem is is designed to solve Larger design patterns within which it works well.
Do not use	Describe situation in which it would be inappropriate to use this design pattern
Group size	The optimal group size for this. Minimum and maximum
Space needs .	Describe the physical setting that is best for this design pattern – tables, chairs, walls etc
Timeframe	Low long it takes

Objectives

Objectives	
Rational Aim	What the group will know, learn, create or decide
Experiential Aim	How the group will be different at the end of this design pattern
Product	The tangible results of this design pattern

Script

Script	
Context	What to say or do to prepare the group for this design pattern
Instructions	Step by step procedures Say this: Do this:
Groundrules	General and specific participation guidelines to maintain in using this design pattern

Using this design pattern in a face to face environment

Using this design pattern in a face to face environment	
Materials	List the materials needed for this design pattern
Preparation	Describe any special preparation needed to make this design patern successful i.e. Creating charts etc.
Challenges	Difficulties a facilitator may encounter in using this design pattern
Tips	Best practices - advice for using this design pattern
Modifications	Describe how this design pattern can be successfully modified or adapted

Example	Briefly describe an example a situation in which this design pattern has been used successfully

Using this design pattern in a virtual environment

Using this design pattern in a virtual environment	
Virtual Tools	List and describe the tools that can be used to execute this Design Pattern in a virtual environment.
Modifications	Describe how this design pattern must be modified or adapted to work with a specific technological interface. Explain how the results may be affected.
Preparation	Describe any special preparation needed to make this design pattern successful in a virtual environment
Challenges	Difficulties a facilitator may encounter in using this design pattern in a virtual environment
Tips	Best practices - advice for using this design pattern in a virtual environment
Example	Briefly describe an example a situation in which this design pattern has been used successfully

Virtual Script	
Pre-event preparation	What are the contexts, information, background and instructions that are needed by participants prior to the event.
Technology introduction	Describe the technology to be used. What are the contexts, and instructions needed to prepare participants to use the technology? *i.e. phone number and code for a conference call, web addressing.* What activities are required to enable participants to utilize the software? *i.e. Logging in, establishing a profile, downloading software, testing software.*
Context	What to say or do to prepare the group for this design pattern
Instructions	Step by step procedures Say this: Do this: Do this in the technological interface:
Ground Rules	General and specific participation guidelines to maintain in using this design pattern within a virtual environment.

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Objectives

Rational Aim	
Experiential Aim	
Product	

Script

Context	
Instructions	
Groundrules	

Using this design pattern in a face to face environment

Materials	
Preparation	
Challenges	
Tips	
Modifications	

Example	

Using this design pattern in a virtual environment

Virtual Tools	
Modifications	.
Preparation	
Challenges	
Tips	
Example	

Virtual Script	
Pre-event preparation	
Technology introduction	
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Ground Rules	