

A ToP Design Pattern Template

Step 1

Script - copy these tables for each methodological variation

Variation Name

Context	What to say or do to prepare the group for this design pattern
Procedures	Enter the step-by-step procedures used to facilitate this Design Pattern. Include what you include in you preparation and what you say and what you do in the actual facilitated event.
Ground Rules	General and specific participation guidelines to maintain in using this design pattern

Step 2

Using this design pattern - - in a face to face or virtual environment

If you describe its use in both environments, please copy this section an use one for each description.

Group size	The optimal group size for this Design Pattern. Minimum and maximum
Space needs	<ul style="list-style-type: none"> ▪ For a face to face situation, describe the physical setting that is best for this design pattern – tables, chairs, walls etc. ▪ For a virtual situation, describe the technological requirements
Timeframe	Low long it takes
Tools	<p>Describe the tools used to facilitate this Design Pattern.</p> <ul style="list-style-type: none"> ▪ For a face to face situation, it may be a flip chart and markers or a wall and file cards. ▪ For a virtual situation, describe the best known options for virtual tools.
Pre-event preparation	<p>What are the contexts, information, background and instructions that are needed by participants prior to the event.</p> <p>Describe any introduction or orientation to the virtual tools that is required for the Design Pattern to be facilitated effectively</p>
Atmosphere	Describe the environment, ambiance and style that will enable the participants to be at their best.
Preparation	Describe any special preparation needed to make this design pattern successful i.e. Creating graphics, charts, software configuration. 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. Describe key possibilities and limitations related modification.
Example	Briefly describe an example a situation in which this design pattern has been used successfully.

Step 3	
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. "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	<p>Identify the primary level of thinking involved. Identify the level of thinking that finally answers the central question. A Design Pattern may move through a couple levels to reach the main level necessary to respond to the question appropriately. The cognitive process may move carefully and incrementally in some situations and quickly and intuitively in others. You are trying to identify the level that the major processing happens</p> <ul style="list-style-type: none"> ▪ 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 – Reaction and response 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. <p>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.</p>

<p>Pattern of Collaboration</p>	<p>Describe the kind of conceptualization the group is trying to do together. This set has been taken from collaboration engineering literature. There may be other ways to describe these functions. The central question is, “What is the group trying to do together.”</p> <ul style="list-style-type: none"> ▪ 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, integration or synthesis of ideas. The final 3 may be a unique pattern of collaboration. ▪ 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 - Commitment Moving from less to more agreement or acceptance of concepts. Aggregating preferences, resolving disagreements, negotiation, forming shared understanding, creating common understanding or meaning, creating common will, integrating multiple perspectives, expressing commitment, articulating statements of consensus
<p>Best uses</p>	<p>Describe the situations in which this design pattern is best used. The problem it is designed to solve Larger design patterns within which it works well.</p>
<p>Do not use</p>	<p>Describe situation in which it would be inappropriate to use this design pattern</p>
<p>Notes The contributor may want to provide additional explanation of the design pattern.</p>	<ul style="list-style-type: none"> ▪ Enter any notes related to this Design Pattern that are relevant. ▪ Describe the role this Design pattern plays in enabling a group to achieve its desired results. ▪ Describe how this Design Pattern relates to a larger facilitation plan or “meta pattern.” ▪ Describe any unique way this Design pattern functions. ▪ Describe any background that will help users understand and use it most effectively. ▪ Describe any unique situations or circumstances that it addresses. ▪ Add any other explanations that are helpful to ToP users and the clients.