# Structuring time + activities
## transitions, flow and synthesis

Use the matrix below to plan out the time, energy and syntheses for the engagement. Refer to the booklet for more detail on thinking about time and the flow of ideas. During the engagement, use this sheet as a guide and to collect evaluation data.
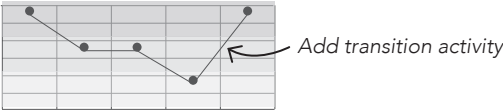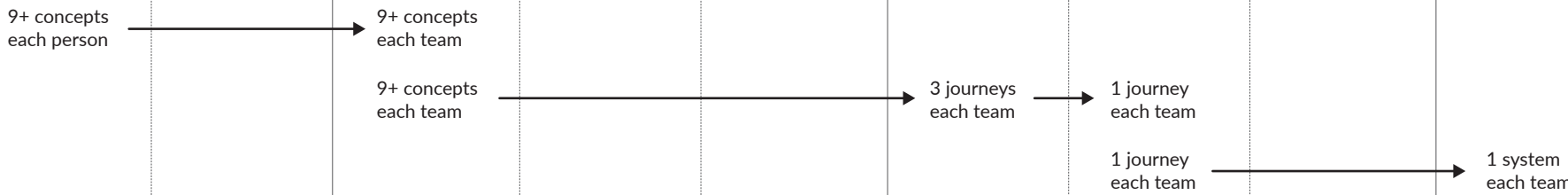
Engagement   info

**Date** _____

**Team members**

_____

_____

**Participant names or codes**

_____

_____
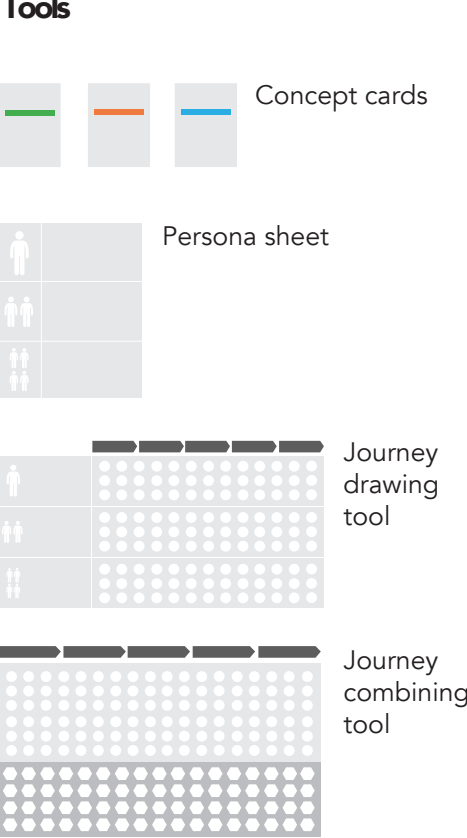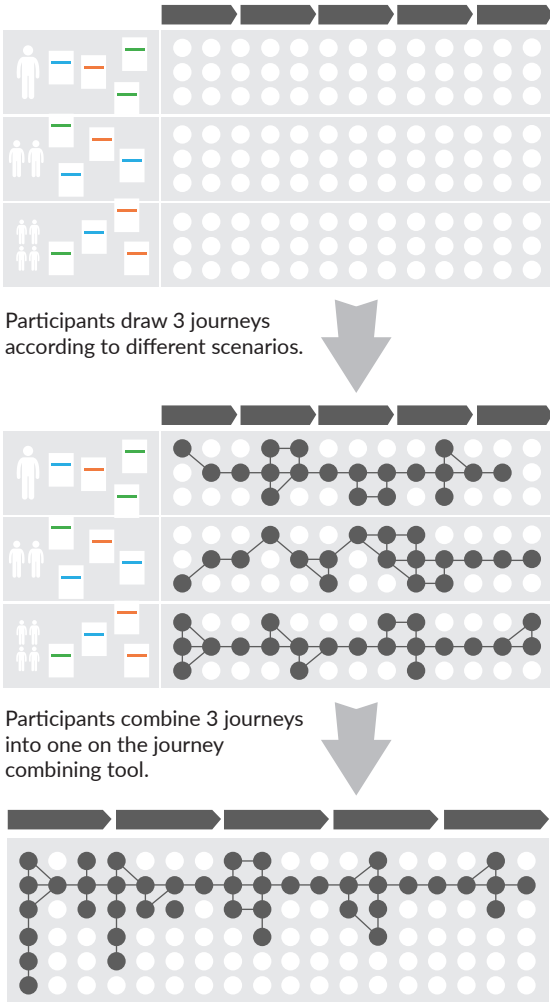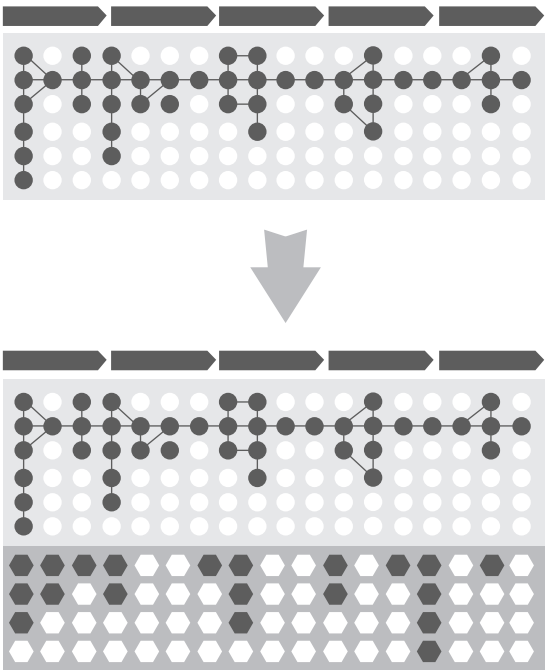
**Main objective**
*Each team generates one system to support people explore different neighborhoods of Chicago through combining concepts we provide to them*

**Evaluation**
Predicted flow:

Actual flow:

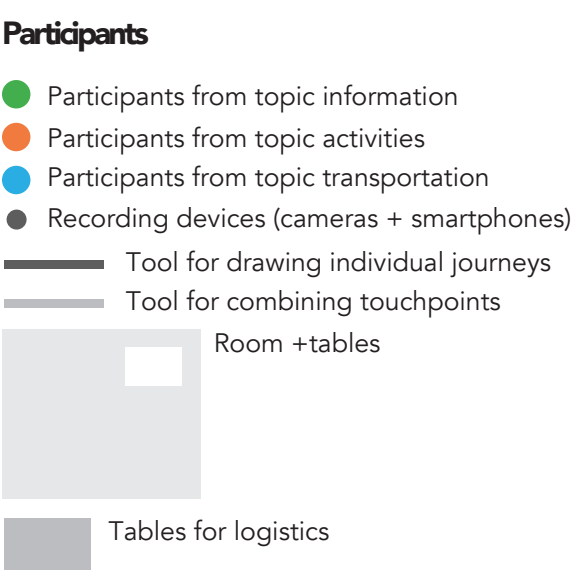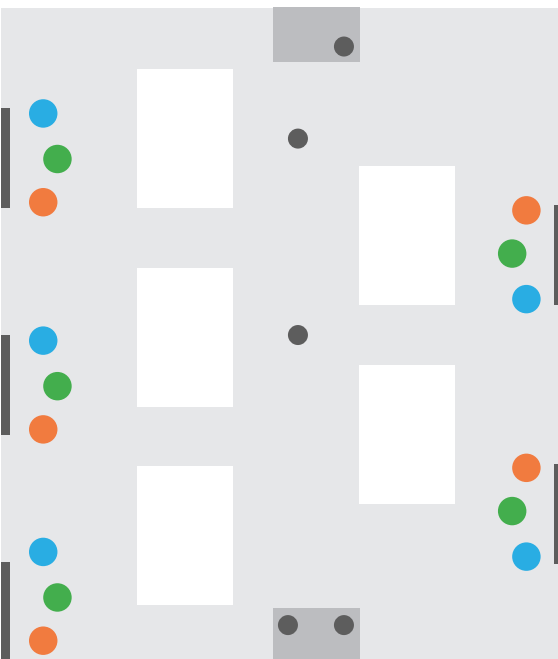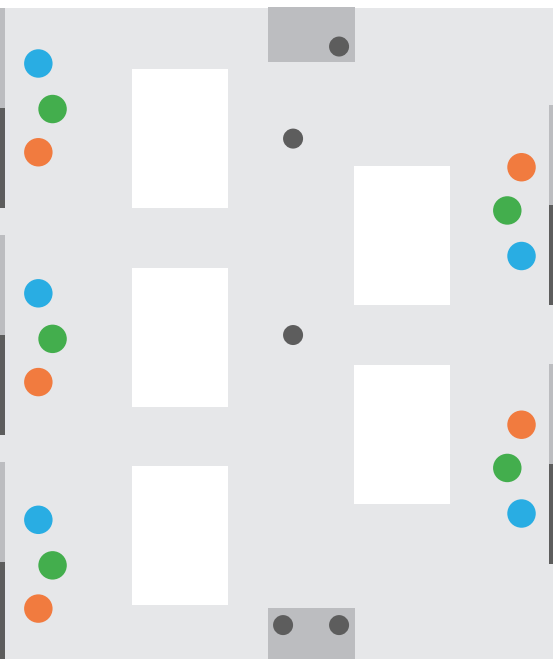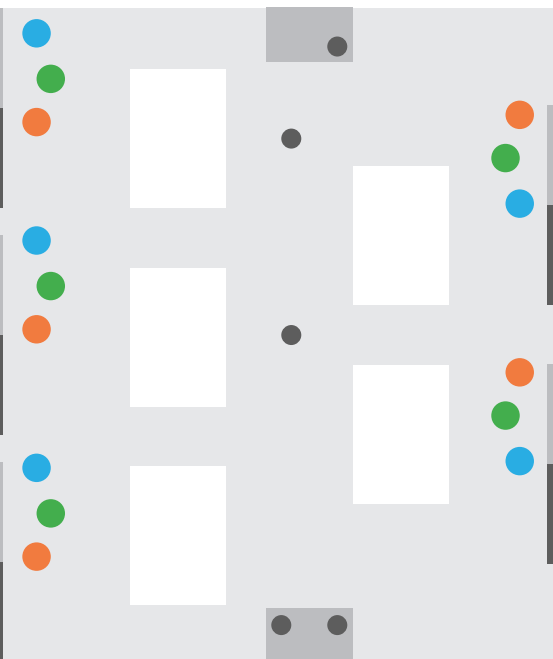| | Part 1 | | | Part 2 | | Part 3 | | Part 4 | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Frameworks** Identify the frameworks and tools (like cards, prompts, stimuli) you will use to direct your participants' thinking. | Persona Concept cards Concept evaluation Scenario | | | Strategy table Concept cards Scenario | | User journey Concept cards Scenario | | User journey Service blueprint | | |
| **Objectives** Use the objectives for each part to guide any pivots or changes you may need to make during the engagement. | Introduce the goal and persona. Select 3+ concepts for each scenario according to user needs | | | Select concepts from each topic and combine them according to each scenario | | Come up with touchpoints and link them into 3 journeys. Then combine the 3 journeys of touchpoints into one | | Come up with support system for the ultimate journey | | |
| **Time** | 2 min | 6 (2*3) min | | 9 (3*3) min | | 12 (4*3) min | 6 min | 10 min | | |
| **Activity name** List your activities and any sub-activities and during the engagement use this section to be think ahead and plan for the next activity. | Divide into 3 teams of 5 people, and introduce them the goal of the workshop as well as persona | Evaluate concept cards according to 3 scenarios, and pick up 3+ concepts for each scenario | Attach selected concepts to the persona sheet and regroup into 5 teams of 3 people | Select 1+ concepts from each topics to combine with concepts from other topics | | Map out the touchpoints of the combination of concepts for each scenario, and link them into journeys | Combine the 3 three journeys into one journey which includes all the touchpoints from the previous 3 journeys | Come up with support infrastructures for the ultimate journey | | |

**Energy levels and flow**
First plot the energy levels you expect for each activity. Then, connect the points. For any transition that covers more that 3 cells, you should consider an additional transition activity.

High · Medium · Low

← Add transition activity



**Tracking synthesis**
Use an exclamation mark to track when concepts are developed and an arrow to indicate when they will be reintroduced.

9+ concepts each person → 9+ concepts each team

9+ concepts each team → 3 journeys each team → 1 journey each team

1 journey each team → 1 system each team

**Tools**

— Concept cards

— Persona sheet

— Journey drawing tool

— Journey combining tool



Select concepts according to different scenarios and attach cards selected onto the persona sheet. Participants will carry the persona sheet with them into the next activity.

Participants select concepts from each persona sheet which participants carry from previous activity. And participants will attach selected concept cards onto the journey drawing tool.

Participants draw 3 journeys according to different scenarios.

Participants combine 3 journeys into one on the journey combining tool.

Participants draw supporting system on the journey combining tool to complete the backend of the system.

**Participants**

- 🟢 Participants from topic information
- 🟠 Participants from topic activities
- 🔵 Participants from topic transportation
- ⚫ Recording devices (cameras + smartphones)
- ▬ Tool for drawing individual journeys
- ▬ Tool for combining touchpoints
- ▢ Room +tables
- ▨ Tables for logistics



| Logistic | | | |
|---|---|---|---|
| 2 cameras + 2 tripods 3 smartphones + 3 holders 15 persona sheets 15 sets of concept cards (5 * 3) Post-it, scissors, markers and sharpies | 5 journey drawing tools Post-it, scissors, markers and sharpies | 5 journey combining tools Post-it, scissors, markers and sharpies | Post-it, scissors, markers and sharpies |