TEAM BUILDING

16 PERSONALITIES

www.16personalities.com

TEAM NAME AND LOGO

Decide on a team name and design a logo

TEAM CANVAS

Team Canvas Basic

Version 0.8 | theteamcanvas.com | hello@theteamcanvas.com

Most important things to agree on to kick off effective team project and get members to know each other better

Team name [   ] **Date** [   ]

◎ GOALS
What you as a group really want to achieve? What is our key goal that is feasible, measurable and time-bounded?

What are our individual personal goals?

◎ ROLES & SKILLS
What are our names? What skills and strengths do we have on board of our group? What composition of roles would help us get where we want to be?

What are we called as a group?

PURPOSE
Why are we doing what we are doing in the first place?

◉ VALUES
What do we stand for? What are guiding principles? What are our common values that we want to be at the core of our team?

◉ RULES & ACTIVITIES
What are the rules we want to introduce after doing this session? How do we communicate and keep everyone up to date? How do we make decisions? How do we execute and evaluate what we do?

WARM-UP

CREATIVITY

Design something useful to someone using these shapes
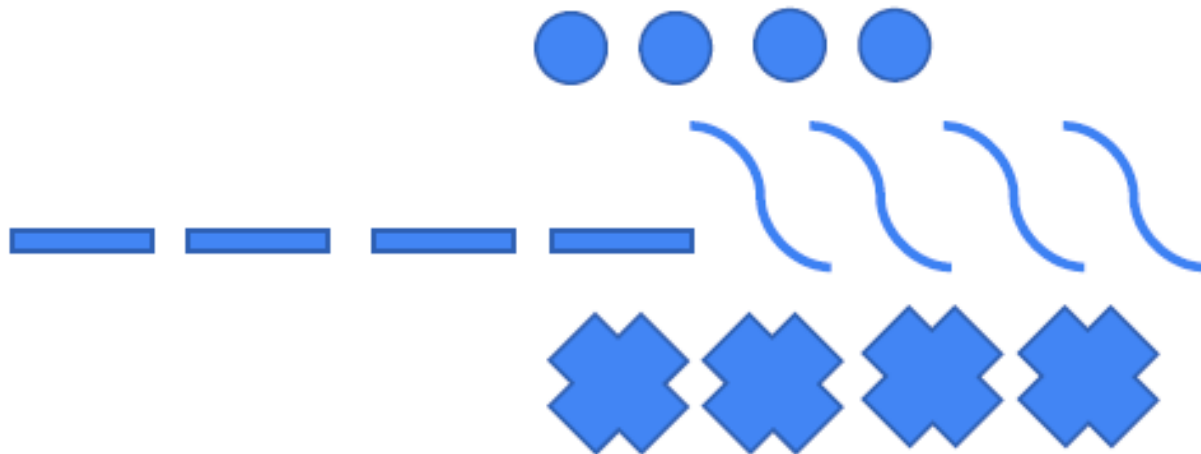
EXAMPLES OF SOLUTIONS

A broom

A hospital

ALTERNATIVELY

Design stick people with letters (Creative arts for curious people, Anish Goel)

KNOWING OUR TEAM
(DESIGN THINKING TOOLBOX)

Has read 3 novels	Has eaten pizza prosciutto 3 times	Has travelled to Vietnam	Has visited 2 countries	Has designed a game
Has travelled to America	Has seen 3 James Bond movies	Has travelled to Malaysia	Favourite colour is blue	Has read all Harry Potter books
Speaks 3 languages	Has a parent from a different country	Has siblings	Plays a musical instrument	Likes sailing
Wears sneakers	Likes the sea	Likes the mountains	Has worked	Has been to the boy scouts
Has some design experience	Would like to start a company	Has programmed	Has seen all Star Wars movies	Likes islands

WHAT IS MY TALENT?

What skills do I have for helping my team survive in the wild?

How would I like my peers to perceive me? What are my strengths at work?

PROBLEM ASSIGNMENT

PROBLEM ASSIGNMENT

The same to all teams

Examples

Different for each team

Trash disposal

Green energy

Sustainable mobility

Green tourism

Sustainable food production

PROBLEM DISCOVERY

EXERCISE: NEIGHBOURHOOD WALK

Walk around your neighbourhood and observe what you see

Repeat the walk with an engineer

Repeat the walk with a gardener, civil engineering, transit worker, community volunteer

(Creative acts for curious people, Susie Wise, Melissa Pelochino, Alexandra Horowitz)

Co-funded by the
Erasmus+ Programme
of the European Union

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EXERCISE: IMMERSION

You want to enter a school or to receive insurance for an accident

- Go through the process without actually applying

- Sometimes the process is on-line, use the on-line system

- Time limit 25 min

- Act as if you don't have a computer at home; use a library computer or phone

- Reflect on what you learned

(Creative arts for curious people, Lena Selzer, Michael Brennan, Adam Seizer)

ASSOCIATIONS

Write down 3 ideas on Green IT

Examples

Green data centers

Green IT procuring

Low energy green devices

ASSOCIATIONS

Write down 3 ideas related to Green IT and people

Examples

Recycling equipment

Reduce CO2 emissions in data centers

ASSOCIATIONS

Write down 3 ideas related to Green IT and people

Examples

People discard electronic devices

People use data in their everyday life and work

Young students can reuse old electronic equipment that is outdated for professionals

ASSOCIATIONS

Write down 3 ideas on Green IT and locations

Examples

Computers at work

Access to the internet from home

Anywhere, anytime access

ASSOCIATIONS

Write down 3 ideas on Green IT and locations

Examples

IT at school

IT in industrial production

IT in tourism

IT in entertainment

ASSOCIATIONS

Write down 3 ideas on Green IT and feelings

Examples

I feel stressed when the energy bill is too high

I feel proud when I behave responsibly towards the environment

ASSOCIATIONS

Write down 3 more ideas on Green IT

Examples

IT and health

PROBLEM MAP

I feel sorrow when the environment is polluted

Re-purposing

Re-use

Using clean energy in IT

IT in school

IT everywhrere

IT in tourism

IT in the park

I feel pride when I am responsible for the environment

I feel shame when animals suffer because of pollution

Cyclical economy

RESEARCH

Select 1 problem area

Describe the problem with 3 pictures

Find an article that describes the problem

Find a video that describes the problem

You may use information from the internet

Present your work

RESEARCH

Article: How to dispose of old electronics? How to Dispose of Electronics | Budget Dumpster

Carbon neutral data center
Carbon zero data centres - how the industry can deliver on its green commitments | BCS

Article: Proper disposal of electronic devices Proper Disposal of Electronic Devices | CISA

OBSERVATION INTERVIEWS

INTERVIEWS

Preparation

Consider:

- Who will you interview?
- Where?
- Prepare the questions
- At least 5 interviews
- Each interview 30 minutes
- Bring a reward

INTERVIEWS

Tips:

Each team needs 3 individuals: interviewer, observer, someone to take photos

The questions must be prepared in advance, order is not important

We don't know how the interview will evolve, must be prepared to adapt

INTERVIEW PREPARATION

Interview preparation

WHO?
(Why that group?)

WHERE? (interview surrounding)
(Why there?)

QUESTIONS

1.
2.
3.
4.
5.
6.
...
...

Tips

1. Plan the location where you conduct interview!
2. Plan who can give you the most valuable information.
3. 3 team members are needed: one who conducts interview, one who takes notes, one who observes the interviewee/take pictures.
4. Came to interview with pre-defined questions, but don't focus of their order.
5. Remember that you can't predict the whole course of the interviews, be prepared but open to.

INTERVIEW DOCUMENTATION

Interview card

Picture / Photo

Name:
Sex:
Age:
Occupation:

Tips

1. Note everything!
2. Ask questions WHY?
3. Be curious as a child!
4. Observe your interlocutor!

WHERE? (interview surrounding)

Notes

USER PERSONA

Describes a typical user

Not a specific person

An imaginary person that has the characteristics of the target group

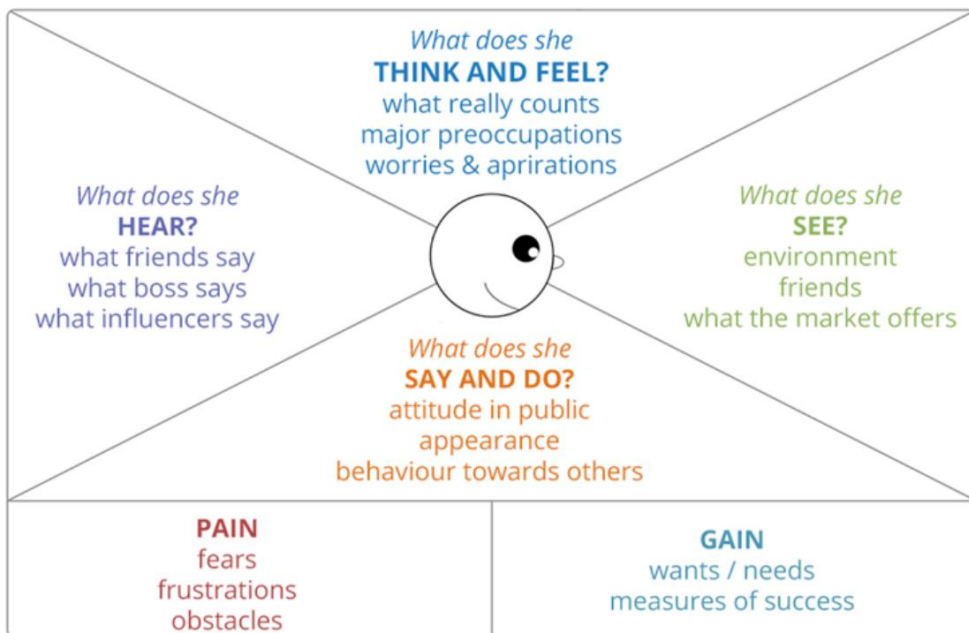# CHARACTERISTIC USER

Photo + characteristics (not very creative)

User journey. Where the user comes from, education, work, etc.

Mind map. The user in the middle, notes around

Empathy map. What the user does, sees, hears, feels

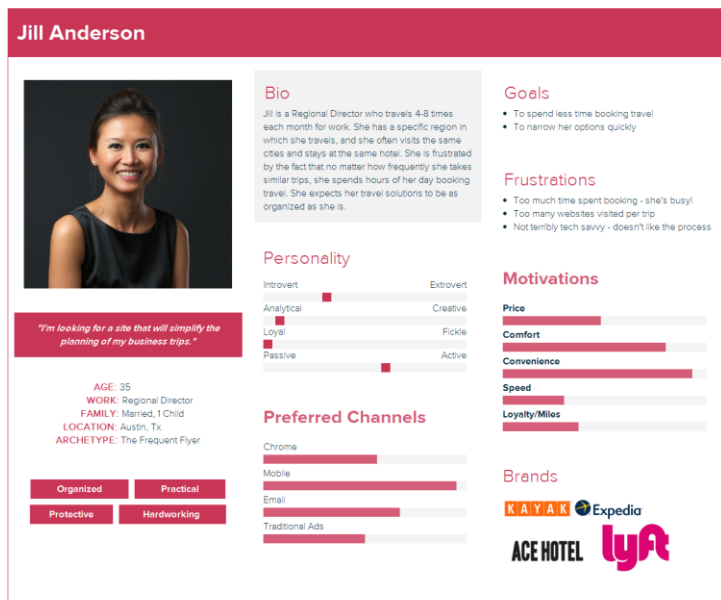Our own design that combine the above

EMPATHY MAP

What does she
THINK AND FEEL?
what really counts
major preoccupations
worries & aprirations

What does she
HEAR?
what friends say
what boss says
what influencers say

What does she
SEE?
environment
friends
what the market offers

What does she
SAY AND DO?
attitude in public
appearance
behaviour towards others

PAIN
fears
frustrations
obstacles

GAIN
wants / needs
measures of success

EMPATHY MAP

LIST

Jill Anderson

"I'm looking for a site that will simplify the planning of my business trips."

AGE: 35
WORK: Regional Director
FAMILY: Married, 1 Child
LOCATION: Austin, Tx
ARCHETYPE: The Frequent Flyer

Organized | Practical
Protective | Hardworking

Bio
Jill is a Regional Director who travels 4-8 times each month for work. She has a specific region in which she travels, and she often visits the same cities and stays at the same hotel. She is frustrated by the fact that no matter how frequently she takes similar trips, she spends hours of her day booking travel. She expects her travel solutions to be as organized as she is.

Personality
Introvert — Extrovert
Analytical — Creative
Loyal — Fickle
Passive — Active

Preferred Channels
Chrome
Mobile
Email
Traditional Ads

Goals
- To spend less time booking travel
- To narrow her options quickly

Frustrations
- Too much time spent booking - she's busy!
- Too many websites visited per trip
- Not terribly tech savvy - doesn't like the process

Motivations
Price
Comfort
Convenience
Speed
Loyalty/Miles

Brands
KAYAK Expedia
ACE HOTEL lyft

List of characteristics

THE USER'S JOURNEY

Story telling

Stephanie's Customer Journey

MIND MAP

ROAD MAP
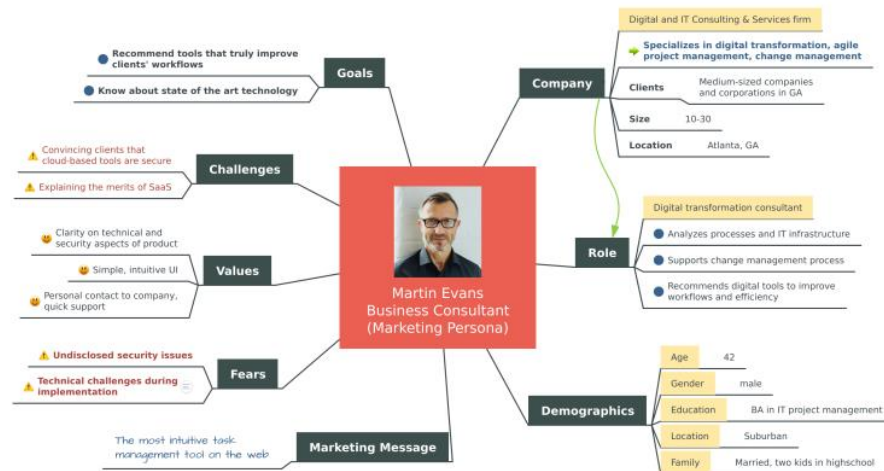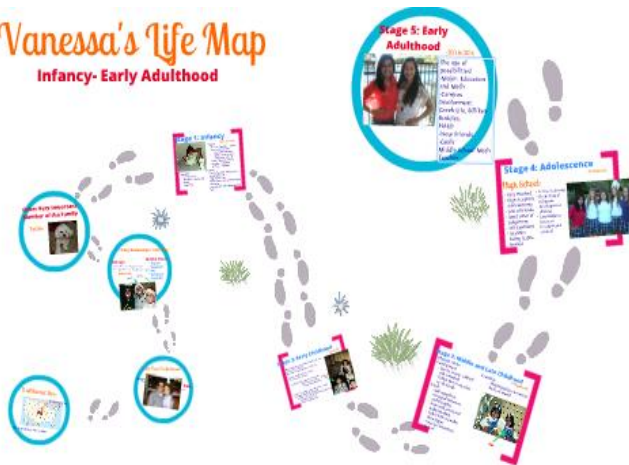
FENG SHUI MAP
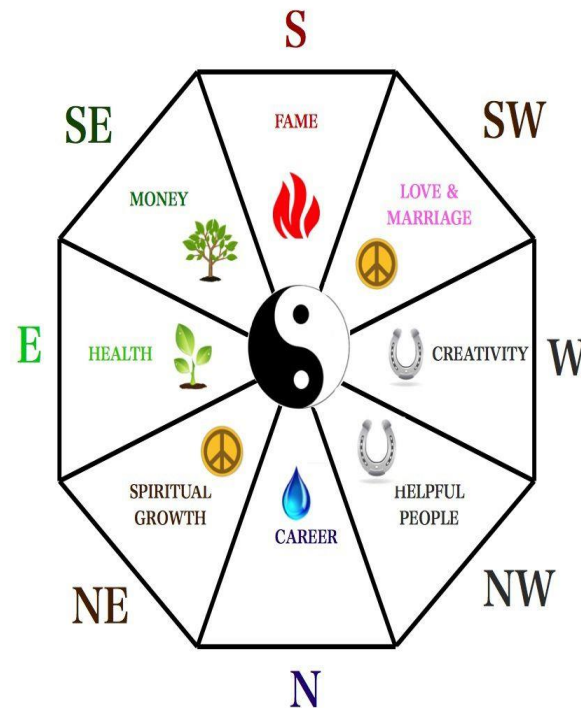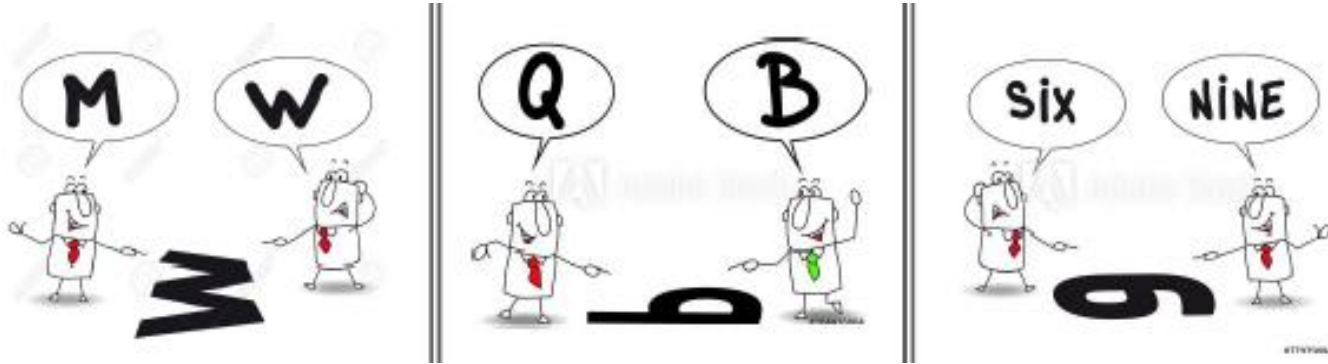
PROBLEM STATEMENT DEFINITION

POINT OF VIEW

Who	What	Why
• The user	• … needs a way to … (use verbs)	• … because … (insight)

POINT OF VIEW

How might we … find a way to … allow the user to …

What are the ways we could …

What kind of scenarios could we imagine?

How might we **ACTION WHAT** for **WHOM** in order to **CHANGE SOMETHING**

EXAMPLE

"how might we design a solution for convincing people to recycle electronic devices?"

IDEATION

TIPS AND RULES

From quantity to quality

We are a team

One conversation at a time!

Don't judge the ideas of others

There are no stupid ideas!

Build on the ideas of others

Encourage out-of-the-box thinking

Creative feedback

IDEATION

Step 1

Avalanche

One idea from each letter of the alphabet

Examples

Avoid through trash on the street

Bring something for collecting trash

Create a supportive environment for recycling

...

IDEATION

Step 2

An idea that makes someone uncomfortable

Example

A fine

IDEATION

Step 3

What would be your solution if money is not an issue (you have all the money in the world)

Example

Buy machines that clean the beach automatically

IDEATION

Step 4

An idea that costs 1Euro

Example

Send an SMS for awareness-raising

IDEATION

Step 4

What would you do if you had magic

HOW DO WE SELECT AN IDEA FOR PROTOTYPING?

Prepare a list of all ideas

Select

- The most innovative
- The most unlikely
- The most reasonable
- The most simple

Must be able to turn it into a prototype

For receiving feedback

PROTOTYPE DESIGN

YOUR IDEA ON A POSTER

REPORTING

REPORT

Based on the template

DURATION

DURATION

This is very flexible

From a few hours

To an entire semester (e.g. 2 weeks per step)