

SAMPLE

Framework for User Design Workshop Organizations

Location: Conference room

Date:

Time: 2 hours (4-6PM)

Purpose of User-Design Workshop

- Bring together all of the organizations to engage in thinking and design for possible shared and common areas within a redeveloped, community focus

Consultant Role:

- To facilitate active discussions and conceptual exploration amongst all of the partner organizations and capture the ideas and desires which come out of the session
- These ideas will be integrated into the more detailed business plan

Background of Project:

- The current layout and interior spaces do not allow for or promote cross connection between staff and do not support an open-to-community feel about the building for external visitors
 - The Consultant has been engaged to develop a plan for the new facility, working with the organizations to evaluate opportunities of redesigned space
 - We are seeking to plan the way in which the partner organizations will live and work together, capitalizing on opportunities to share space amongst all the partners
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1. Welcome:

- **Who is here**
- **Intentions on shared-space**
- **Review goals of the session**
 - i. Explore the potential of shared-space opportunities
 - ii. Present other models of shared workspace
 - iii. Identify the needs & preferences for shared-space concepts
 - iv. Inspire everyone about the possibility of a more open, connected environment
 - v. Gather feedback on key characteristics
- **Key interview findings from conversations with individual organizations**

2. Experience Mapping:

- Participants will break-out into groups of 4 or 5 people and spend 15 min reflecting on 2 key questions :
 - i. **In what ways do staff and visitors of the various organizations need to move throughout the building?**
 1. Arrival
 2. Way finding
 3. Interacting with work functions
 - ii. **What are the touchpoints in the building where people can connect, share and celebrate?**
 1. Sharing ideas
 2. Eating
 3. Meetings
- Popcorn style report out on discussion outcomes

3. Presentation of Ideas from other Shared Space Models:

- Visual presentation on shared workspaces

4. Visual Prototyping

- Participants consider the types of spaces that they find appealing and make the most sense for their needs
- Move around and put sticky dots on the space images you like

5. Functional Testing & Session Wrap Up:

- Group discussion on ideas and learning from the session
 - Consultant captures a summary of the session outcomes
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