|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| DESIGNING A PARTICIPATORY EVENT Template | | | | | | | |
|  | | |  | | | | |
| **Situation Analysis:** What is going on?  Background: What has been happening?  Basic Data: Numbers, business history, trends.... | |  | | | | | |
|  | | | |  | |  | |
| **PRODUCT** | | | | **PROCESS** | | **PEOPLE** | |
| **Focus:**  What is the topic or area of concern?  What are the key issues to deal with?  What is the period of time to be covered by the decision? |  | | | How will the time be used?  What methods will accomplish the objectives?  What procedures are  needed? |  | **PARTICIPANTS:**  Who will be the participants to the event?  What viewpoints or authority needs to be present? |  |
| **Product Needed:**  What written produce do we need to represent our decision? |  | | | **T.E.A.M.S.:**   * Time * Eventfulness * Accomplishments * Methods * Space |  | **Stakeholders:**  Who will be affected by the results? |  |
| **Rational Aim:**  What does the group need to clarify or make a decision about? |  | | | **Experiential Aim:**  How will people be different at the end of the session? |  |
|  | | | |  | |  | |
| **Preparation / Set UP:**  How will group be notified?  Where will this event happen? |  | | | **Practical Details:**  What is the date and time of the meeting? |  | **Follow Through and Follow Up:**  Who is responsible for managing or leading the implementation?  Will there be further work on this? |  |

\*Answer the "Situation Analysis" first, then follow with "Product, People and Process" or "People, Product and Process"

© INSTITUTE OF CULTURAL AFFAIRS 1997