

ToP Design Pattern Template – Application Level - Version 1.1

Using it

- Print it.
- Select the blank portion and save it as a re-usable template
- Before using it each time, "Save As" and enter the title of the Design Pattern you are documenting.
- Print it and do your initial work in pencil.
- Focus first on the Essential steps on page 2
- When you have them as clear as possible, write in the assumptions
- Complete the remainder of the template
- When you are ready, enter your work in the MSW document.
- Complete your work and submit it to the 'Files' section of our Huddle workspace

Variations

We are interested in capturing as many variations of the Design Patterns and Applications as we can. Variations are created for a variety of reasons. Examples include:

- to accommodate extra large or extra small group size.
- to increase the level of participation in the group.
- to deepen the ownership, consensus and commitment of the group.
- to improve the depth and quality of thinking in the group.
- to address specific cultural factors
- to address specific participation expectations.
- to accommodate a specific role definition of the facilitator.
- to do the process in available time given by a client.
- to use specific tools or technologies.

There seem to be 2 major kinds of variations.

Methodological variations – Methodological variations are found when a variation of the method

- includes a different set of essential steps - - - i.e. adding the step of “tagging” in a workshop, using Force Field analysis in the place of Underlying Contradictions in the strategic planning process.
- using a process for a different purpose - - - i.e. using the historical scan as an “Action Review” after a group has engaged in a wave of implementation
- uses a unique approach to facilitating the process - - - the facilitator acts more as a consultant and plays a major role in clustering ideas or naming clusters or arranging the clusters into an overall image.

Methodological variations are documented on page 2 of the template. It is important to indicate the assumptions that led to the creation of the specific methodological variation.

Procedural Variations – Procedural variations simply represent differing ways of doing the same set of essential steps. They would include things like:

- the number of ideas asked for in a workshop
- the way of placing cards in a workshop
- the sequence of questions used to elicit the various “rounds of cards in a workshop
- the questions used to enable the group to name the clusters in a workshop

Procedural variations are documented in the script section of the template. Assumptions that explain the reasoning behind the procedural variations can be included in the scrip or detailed in the section entitled “Notes.”

ToP Design Pattern Template Application Level	
The Big Picture	
Name	Your name for this application. The name should capture the imagination and be functional.
Overview	A brief description of this application. "In a nutshell" A paragraph or two should be sufficient to provide an overall image of the objectives, major steps and results.
Metaphor	"it's like " Explain why you chose this name
Graphic	A visual image that encapsulates this design pattern.
Logical Framework – thought process	Describe the overall logical flow of the application. Describe the overall process in a way that shows the progression of thought through the various major steps.
Pattern of Collaboration	<p>Describe the major kinds of conceptualization the group is trying to do together. "What is the group trying to do together." It may be helpful to describe it for each major step and then describe it for the whole process.</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