Virtual ToP Team Charter

VISION

Thousands of ToP facilitators across the planet are building capacity for virtual meetings.

MISSION

To have the tools and techniques in place to facilitate virtually the ToP Core Methods (Focused Conversation, Consensus Workshop and Action Planning) by the end of 2009 while preserving the core essence of ToP.

DELIVERABLES

1. An explanation of the considerations one needs to keep in mind when selecting tools for a ToP virtual collaboration.

2. A database of ToP design patterns and variants, that includes tools known to work well in support of ToP design patterns and variants.

3. A set of best practices and framework for designing and facilitating ToP virtual events.

PROJECT TEAMS

Knowledge Team

Ester Mae Cox, John Epps, Gordon Harper, Sheila LeGeros, Penny McDaniel, Eunice Shankland, Sunny Walker,

Subject Matter Expert Interviews

Questions to ask the experts: (Template on Huddle)

1. How do you elicit and sustain productive engagement?
2. How do you design a virtual meeting?
3. What resources have you found most helpful?
4. How do you accommodate a variety of learning styles in your virtual facilitation?
5. What criteria do you use in choosing tools for virtual facilitation?
6. What else do we need to know about virtual facilitation?
7. What do you find most critical in choosing tolls for ToP Virtual Facilitation? (ToP only)
8. Who are other experts we might want to contact?
9. What other critical documents, articles, books or resources should we read?

Experts to Interview	Interview Teams
Dana Bowler	Penny McDaniel and Eunice Shankland
LaDonna Coy	Sunny Walker and Ester Mae Cox
Doug Druckenmiller	John Epps and Gordon Harper
Joan Eisenstodt	Ester Mae Cox and Eunice Shankland

Virtual ToP Team Charter

Mike Katagiri   Gordon Harper and Penny McDaniel
Cinda Maag   Sheila LeGeros and Sunny Walker
Jerry Mings   Ester Mae Cox and Penny McDaniel
Danny Mittleman   John Epps and Penny McDaniel
Anne Sturdivant   Sunny Walker and Sheila LeGeros
Nancy White   Sheila LeGeros and Eunice Shankland

Design Patterns & Technology Team

Core Members: Doug Druckenmiller, Danny Mittleman, Jo Nelson, Wayne Nelson, Jerry Mings, Sheila LeGeros

Contributors: Jon Jenkins, Eunice Shankland, John Epps

TECHNOLOGY TEAM HIGH LEVEL ACTION PLAN	STATUS
STEP 1: Define the basic set of ToP Design Patterns : 1) Construct ToP Design Patterns to be relevant for both face-to-face and virtual meetings 2) Define terms: Design Patterns + Applications/Interventions; or Design Patterns + Methods + Processes? 3) Write a database to store core design patterns and variants	First drafts in June 2009 in Toronto, database is being developed
STEP 2: String together ToP Design Patterns to form the core methods: ToP Design, Focused conversation, Consensus workshop, Action planning, Documentation/ Product Release 1) Need to incorporate design as a core component in the core methods. 2) We need to address the issue of privacy legislation and its impact on participation.	First drafts for action planning and strategic planning are complete
STEP 3: Identify the requirements of the ToP Design Patterns and map them to tool affordances.	Not begun
STEP 4: Experiment with the interplay between the ToP core methods and virtual collaboration tools for the purpose of identifying tools which offer the needed affordances	In progress
STEP 5: Decide whether to provide a list of tool options or develop custom tools	

Virtual ToP Team Charter

Intellectual Property and Business Model

We have recommended to TTN and to ICA USA to form a cross-organizational team to make a recommendation on intellectual property using a creative commons approach. Gordon Harper and Jo Nelson are our representatives on this team.

IAF Presentation Team

A team submitted a proposal for IAF 2010 in Chicago called, "Meaningful Virtual Collaboration Powered by the Technology of Participation (ToP)®". People who signed up to be presenters are:

1. Cheryl Kartes
2. Doug Druckenmiller
3. Ester Mae Cox
4. Eunice Shankland
5. Jerry Mings
6. Jo Nelson
7. Penny McDaniel
8. Sheila LeGeros
9. Sunny Walker

Secondary Research on Virtual Facilitation Best Practices

Synthesis of Research Information

Virtual ToP Team Charter

KNOWLEDGE TEAM ACTION PLAN

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Team & Names	April	May	June	July	Victory	Resources
Research, Document, study written materials, and Generate Insights. Penny and Ester Mae	Create a list of books, articles and websites on virtual meetings. Suggest text or reference materials for common study or for book charting for all of our team. Find additional ways beyond phone calls to reflect & share	Each individual be journaling learnings (aha!s) as we go along Reflect and share at each team meeting	Do a "stand back and see where we are" session (review of all documentation & learnings todate	Create a list of selected readings for TTN	We have completed most of our research and have begun insight generation.	Keep focus on seven questions from consensus workshop
Create a repository to collect all or our research and data on virtual facilitation. Eunice	Look for ways to store repository (or find something else) - Sand Box? Or TTN new TWIKI? Develop a system for adding to our list of books, articles, blogs, or emails on virtual meetings.	Begin to populate the Repository			We have a populated & organized Repository	Keep focus on seven questions from Consensus Workshop
Contact and Collaborate with Experts Penny and Gordon	List who are the potential experts to contact Determine questions to ask experts (Questions and template on Huddle) Contact Wayne Ellsworth to work with our team Start contacting experts and document Interview experts at IAF	Progress report on what we have learned to date	Keep contacting the experts	Final report on what we learned	We have created a summary report on key learnings regarding virtual meetings from our interviews with experts.	Keep focus on the seven questions identified in Consensus Workshop
Design Ways to Share & Get Feedback Sheila	Do a report to TTN on what we've done so far (leadership team AND whole TTN -- perhaps Reality Bytes)		Design new way to document based on learnings and report to TTN		TTN stays abreast of our progress and excited and supportive (yea!)	TTN leadership Team Jim Wiegel & Reality Bytes ToP 2 listserves IAF conference

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Identify Core Essence Sheila, Wayne, Sunny and John	Brainstorm Thinklet work in Vancouver		Begin Thinklet work in Toronto with Technology Team	Finish Thinklet work in Chicago with Technology Team	We have a clear description of the core essence of ToP, which aims for the same values and experiences in both face-to-face and virtual sessions	Find money for travel
Tech Play and Learn All team members	All team members get a full-year subscription to Mindmeister, (GroupMind through Sheila), or other virtual technologies	All team members take a turn at being lead facilitator and technologist for 1 team meeting	Share our discoveries and lessons learned from our play with various technologies		Core team members are confident leading virtual meetings	

TEAM MEMBERS:

1. Aida Azadegan, PhD student at Manchester Business School, England
2. Catherine Tornbom, Interfuse Associates, Tucson, Arizona
3. Cheryl Kartes, Kartes & Associates, Minneapolis, Minnesota
4. Dana Bowler, Webex, Denver, Colorado
5. Danny Mittleman, DePaul University, Chicago, Illinois
6. Doug Druckenmiller, Western Illinois University, Davenport, Illinois
7. Ester Mae Cox, Peru, Iowa
8. Eunice Shankland, Denver, Colorado
9. Gordon Harper, ToP Facilitators Northwest, Seattle, Washington
10. Irina Fursman, The Brimeyer Group, Inc., Maplewood, Minnesota
11. Jerry Mings, The Desk Consulting Group, Inc., Oakville, Ontario
12. Jo Nelson, ICA Associates, Inc., Toronto, Ontario
13. John Epps, Denver, Colorado
14. Jon Jenkins, Imaginal Training, Groningen, the Netherlands
15. Penny McDaniel, Collaborative Connections, Inc., Denver, Colorado
16. Regina Rowland, Sustainovation Strategist, San Francisco, California
17. Sheila LeGeros, LeGeros International, Minneapolis, Minnesota
18. Sunny Walker, SunWalker Enterprises, Denver, Colorado
19. Wayne Nelson, ICA Associates, Inc., Toronto, Ontario

(Look on the PEOPLE tab of Huddle for more details.)

TEAM AGREEMENTS

We agree to seek opportunities to practice virtual facilitation as a way to learn and develop our knowledge.

We agree to share in the meeting roles of the team: facilitator, technology facilitator, and note taker.

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Until we hear otherwise, we agree to use The Canadian Institute of Cultural Affairs as the copyrighting organization for our work, and to follow creative commons guidelines. This means:

- We agree to write "Copyright © 2009 The Canadian Institute of Cultural Affairs" on all our materials.

- We agree not to sell any of our materials without written permission from The Canadian Institute of Cultural Affairs.

RECOMMENDED READING LIST (FOR NEW TEAM MEMBER ORIENTATION)

1. Read through Huddle files