

Tool: CREATING THE ROAD MAP

DURATION	ACTIVITY
5'	INTRODUCTION – framing of exercise
10'	Phase 1: Individual reflection
20-40'	Phase 2: Creating a time map on the paper sheets
15-20'	Phase 3: Analyzing and creating a 'to-do' list
10'	Debriefing the exercise

DETAILED DESCRIPTION + INSTRUCTIONS

This method is used in a plenary session when the group needs to define their plan of action for the future.

5' INTRODUCTION - FRAMING OF THE ACTIVITY

Provide a short introduction on the purpose:

As it is a part of the CLIPS process it is recommended to share a bit more about the CLIPS itself. This particular tool is part of a final phase but it can be used independently from the other, previous steps.

After a time of CLIPS work with the group on the four levels and on the challenging areas, it is time to wrap up the CLIPS full immersion experience and attend to the future of the group. The core aim of this method is to help the group to honour the past, fully embrace the present and design together the common future.

This final phase of the work should come after a series of steps that start with the diagnosis (with the SAT, the Field of Force and other methods), continue with specific work on the challenge areas that have emerged on the four levels, harvests the information that is hanging in the air and orients the groups on its next steps.

It gives a clear overview of what tasks need to be completed before others, which tasks can be executed contemporarily, the relationships between tasks and the overall duration of the project.

10' PHASE 1

Each person receives a sheet of paper and is asked to reflect individually on the question:

“What are the next steps for our group? What is needed and urgent for our group right now?”

Encourage all participants to consider the 4 levels in the CLIPS model and the four dimensions (useful to have a large CLIPS model posted on the wall).



After 2 – 3 minutes of individual reflection, each person writes down a couple of short sentences about this (maximum 3). Instruct people to be brief and clear.

20' - 40' PHASE 2

On a flipchart or on a long strip of paper the floor, draw a linear map starting from the present day and extending into the future. Use the conventional left-to-right or top-to-bottom orientation. At the beginning, do not write down any date and leave the definition open for later.

Collect inputs from all participants on a second sheet, then systematize and group similar items. Transfer to the large post-it notes in keywords.

Prioritize over time according to the level of urgency and to a logical sequence. Allow time for the group to discuss the controversial ideas, capture them as “items for decision” and set dates for decisional meetings in the near future.

Only then, start positioning the notes on the timeline and start defining possible dates. Graphic facilitation is important in this phase - try and make the map look as alive and attractive as possible, using symbols, colours, drawings, etc.

This phase 2 moves from a very short future timeframe (today-tomorrow) into a mid-term horizon (in 2–3 months).

15'- 20' PHASE 3

After a short break, phase 3 looks into a longer-term horizon, six to 12 months. Create working groups of 4-5 people and ask them to discuss what they want to see happen a year from now, based on the previous work. Have them write it down on separate papers.

Invite the group to consider and build in times of revision and update – maybe under the supervision of the CLIPS team.

Similarly to phase 2, collect all ideas, sort & line up, and allow the group to place them on the timeline. Mark and highlight all important deadlines already established on the map (budget approval – important celebration – summer festival etc.). This part can become less practical and more vision-oriented, depending on the group’s context and level of activity.

Graphic facilitation will support this phase too, and color-code the different types of activity (decisional meeting – celebration – revision – practical activity – etc.)

10' DEBRIEFING THE EXERCISE

Sitting in a circle, participants are encouraged to share their experience and their perception of the common future. Questions that can be asked:

How do you see the common future now? Has your perception changed from the beginning of the CLIPS work? Is there anything missing in this plan?