



# Activities Workshop Template

## Forget Heritage Interreg Projects

*Edited by*

Urban Lab, Nuremberg

### 1. Goals

The goal of this Workshop will be to identify and pre-evaluate the added value offers/activities that could be part of your concept. These offers might come from your stakeholders but also can arise from the workshop process and they might not have an owner yet. Another goal is to connect to possible activities contributors and to incorporate them in the project at an early stage. The outcome will be:

- A list of proposed activities
- A mapping of the activities and related processes
- A first evaluation of the activities

### 2. Who will participate?

Participants of this Workshop will be your core development team, suitable project partners and the most important: stakeholders that can contribute to your project goals with activities, usages, offers.

### 3. How long will it take?

Approximately 3-4 hours

### 4. Preparation - what do you need?

- Invite the participants in advance.
- 4 Flipcharts or similar tools - or just walls
- 1 Set of flipchart paper
- 15 printed out A3 format “activities-processes blueprints”
- Blank sheets of paper
- Pencils, ballpens



- 6 Scissors and Cutters
- Coloured paper, different sizes, cardboard
- Lego figures or similar
- Play-Doo or similar modelling clay
- Toothpicks
- Gluesticks
- Duct Tape
- 2 Sets of multicoloured Flipchart markers
- Several multicolored Post-it blocks
- Cucumber-cream cheese sandwiches, earl grey tea, milk, sugar, cups, spoons
- Nice Music for the in-between ambience
- Master of Celebration who guides through the workshop
- A list of your filled out goals template printed out several times
- A camera for documentation of results and the workshop atmosphere

### Preparing workshop templates

- Paint headlines for different fields of activities to some of the flipchart papers. Try to write in a creative manner or draw small sketches that illustrate the subject in an interesting way. Pin those papers to the wall or on the flipcharts.
  - ☐ Leisure
  - ☐ Education
  - ☐ Gastronomy
  - ☐ Business
  - ☐ Administrative
  - ☐ Culture
  - ☐ Participation
  - ☐ ... or whatever seems sensible in your project context
- Prepare a table with all the workshop tools: scissors, cutters, papers and so on or put them on the group table
- Prepare sandwiches and tea - arrange everything nicely on a table
- Prepare some tables and chairs for group working, put cardboard on tables for protection, put project goals on tables



- Prepare a large sheet with a two-axis diagram. The vertical axis represents the relevance to your goals, the horizontal axis represents the effort that the realization of an activity

## 5. Workshop Contents

### Steps

- **Introduction**
  - Make the participants introduce themselves if they are not known to each other beforehand, write their names on duct-tape and stick it to everyone - it's good to know each other by name
  - Introduce the purpose and the tools of this workshop to the participants
  - Introduce the steps that you are going through during the workshop
- **Mapping**
  - Hand markers and post-its to the participants
  - Divide the participants in several groups
  - The first task will be to list ideas for activities/offers on the prepared sheets of paper. Each group goes to a different theme, for example "leisure" or "education". After 3 minutes of writing down ideas on post-its and pinning them on the paper the groups swap to another theme. Repeat this step until every group processed every theme.
- **Clustering results**
  - After this make the groups go to the theme posters. The task will be to cluster the proposed activities into sensible subgroups. Repeat this step until every theme poster is clustered. Every iteration lasts 3 minutes
  - Find presenters for the theme posters. Let the groups shortly present their insights. Maximum 5 Minutes per theme.
- **Pause** - make a 15 minutes snack pause. Let the participants talk to each other.
- **Mapping the activities**
  - The next task will be that each group picks two or three activities they find the most appealing and detail them out by



- Using the “activities-processes blueprint”
  - Using the prototyping equipment you provided
  - Make a small poster advertising the activities
- Demonstrate first how to fill out the “activities-processes blueprint” - just have a look at the pre-filled template.
- The groups have now a 1.5-hour-slot to fill out the blueprints and accomplish all tasks. At the same time they should build small prototypes of the selected activities using a cardboard as a base. Let them build infrastructure, showcase processes by using arrows, labels, Lego-figures. Employ glue, scissors, toothpicks, clay to make the activities visible.
- Let the groups paint a A3 poster of the different activities advertising the offer to the public. It should contain:
  - The time/date
  - A visualization of the activity
  - Point out the target group
  - Summarize in one sentence what the activity is about
  - A headline
  - Maybe some details
- **Presentation of prototypes**
  - Each group presents in turn all the projects - always one at a time. Each presentation has a 7 minute slot. Not more - be strict about that.
- **Short evaluation**
  - Use the evaluation sheet - pin it on a wall or lay it down on the ground
  - Each group pins a post-it with the name of their elaborated activity on the diagram arranged by - contribution to the project goals and effort for realization - reasoning about why they put it on the specific position. 1 minute max for each entry.
- Dismiss the participants by saying thank you. Ask them to help you rearranging and cleaning up everything.
- Take photographs of every poster, prototype, blueprint, diagram in order to document the workshop results.

- If there are activities, that none of the groups elaborated, but you consider interesting for your project - fill out the activities-processes blueprint for later usage.

