

# Sustainability Vision Workshop – 1 day WS

Customer: [insert customer name] / Date: 00.00.0000 / Number of participants: 8

Phase	Activity	Start	End	Max. Duration	Detailed Procedure	Participation	Goal
0. Getting Started	Welcome and agenda overview	09:00	09:10	10	Welcome the participants, introduce the agenda and purpose of the session	All together	Make the participants feel welcome, set the right expectations, create a friendly atmosphere where participants feel safe to express themselves and provide necessary information for the upcoming exercises.
	Introduction warm-up	09:10	09:25	15	<b>01 min</b> – Participants write in a post-it their name, role, motivations and expectations for the session. Additionally, they write what is their "superpower" <b>01 min each</b> – Each participant introduces her/himself and sticks the post-it in a whiteboard		
	Use-Case(s) Introduction	09:25	09:40	15	Explain where this session fits within the HCAI. Ask the customer to explain the use-case idea(s) to be worked on.		
1. Select a use-case idea	1a. Identify sustainability targets	09:40	10:20	40	<b>10 min</b> – Participants silently write down their company's sustainability targets (as a team). If the targets have been provided in advance, make sure to have them prepared in post-its before the session. <b>10 min</b> – Participants brainstorm silently unsolved issues for the targets. <b>16 min</b> – Participants share their issues and stick them under the corresponding cards on the whiteboard (max. 2 min each). Help them to group connected ideas together. <b>3 min</b> – Participants select the top 3 targets they think are most urgent to tackle. They can do either a dote voting or discuss.	All together	Help customers prioritize use-case ideas they already have and select one to start with.
	1b. Prioritize Use Case Ideas	10:20	10:50	30	<b>Have the use cases visible in a whiteboard</b> <b>5 min</b> – As a team, review the selection of use-case ideas to prioritise <b>15 min</b> – In a discussion, participants decide where to place the idea clusters on the prioritizationt matrix (impact vs. feasibility) <b>5 min</b> – Based on the position on the matrix, select 1 one use cases to work on		
Coffee Break		10:50	11:05	15			
2. Envision the impact of the project	2a. Identify intentional and unintentional impact	11:05	11:50	45	<b>Have the Impact Map drawn in a whiteboard and the selected use-case idea visible nearby</b> <b>6 min</b> – Participants silently write down the positive, intentional impact they expect their use-case idea will have on their organisation, on its networks and partners and on the planet. Ask them to think about impacts from a social, economical, environmental, technological, political and cultural perspective and indicate the perspective with the letters s, ec, en, t, p and c respectively. They should think what challenges they want to solve with the project or what they you want to improve. <b>16 min</b> – Participants share their impacts and place them on the upper half of the Impact Map in the circle they belong to. (max. 2 min each). Discard duplicate ideas. <b>6 min</b> – Ask participants to imagine 5 years have passed since the solution has been implemented. Participants silently write down the unintended and possibly adverse impact the solution has on their organization, on its networks and partners and on the planet. Ask them to focus again on social, economical, environmental, technological, political and cultural perspectives. <b>16 min</b> – Participants share their impacts and place them on the lower half of the Impact Map in the circle they belong to. (max. 2 min each). Discard duplicate ideas.	All together	Help customers understand the challenges they are solving with the use-case and the possible unintended consequences of it in the long run. Identify stakeholders.
	2b. Identify impacted and impactful stakeholders	11:50	12:20	30	Ask participants to reflect on the impacts in the map and discuss as a team which stakeholders influence the impacts mentioned and which stakeholders are impacted by them. Add the identified stakeholders to the map and place them beside the related impacts with an arrow indicating if they are causing the impact or if they are impacted. Review the map and discuss the main insights		
Lunch		12:20	13:20	60			
3.Create a project vision	3a. Create a vision board for your project	13:20	14:50	90	<b>Have the 6 questions prepared in a whiteboard, with enought distance from eqach other.</b> <b>15 min</b> – Participants silently write down answers to all indicated questions. <b>48 min</b> – Participants share their answers. As they share, help them to cluster similar ideas together. (6 min each) <b>15 min</b> – As a team, review the clusters and give meaningful and clear names to them. <b>10 min</b> – Ask participants to select the top 1 - 2 answers that best fit each question. You can use dot voting or discuss	All together	Align on project expectations and define a vision for the project
	3b. Create a vision sentence	14:50	15:10	20	Based on the selected answers from the vision board, ask participants to create a vision sentence for their project following the formula: "This [solution name] will help [beneficiary (ies)] to [purpose] by [solution details]". Use the input from the 2 previous exercise to fill in the blanks.		
4. Action Plan and Feedback	4a. Create an action plan	15:10	15:45	35	<b>1 min</b> – Place the vision sentence it in the indicated area of the Gameplan. <b>10 min</b> – Complete the right area of the Gameplan. Move the necessary input from the vision board. <b>20 min</b> – In a team discussion decide for the 4 - 5 first action items to achieve the vision and position them in the right sequence on the left side of the Gameplan. Think about what needs to be done, until when and who will be responsible.		
	4b. Give feedback	15:45	15:55	10	<b>2 min</b> – Participants write down silently what they liked about the session and what can be improved. <b>8 min</b> – Participant share their feedback with the team (1 min per person)		