MOSAIC

Habits & habitats

Do It Yourself Version

apphaus.sap.com/resources/mosaic

Created by SAP AppHaus, powered by SAP

AppHaus

Mosaic is a method aimed at helping teams prototype their future creative space.

It is based on the idea that team behavior influences physical space and vice-versa. It all starts with the team's needs!

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mosaic

How to use it

Using Mosaic

2 - 3 hours

Max. 6 persons

Brown paper, markers

Mosaic works in 3 phases that guide a team in the conceptualization of its future creative space.

Before you start...

Follow these suggestions to assemble your kit before using it.

Print the working material on 200g DIN A3 sized paper.
Make sure the activity card sheets are printed double-sided with short-edge binding.

Laminate and cut the activity cards so you can use your set more than once!

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The Activities

The type of activities a team performs at work and the way they are prioritized **reflect the team's culture.** Learn what is important for each team member through **discussion.**

Phase 1: Team Activities

Spread the 36 different activity cards on the brown paper so that the activities face upwards. Taking turns, go through the following steps.

1. Select the team activities

⬡ 20 min

One by one, pick the activities you want to perform in your future space. Take turns until the whole group has selected **18 activity cards**, **including at least one of each color**. When selecting, explain what this activity means to you and why you chose it. Discuss whether you are satisfied with the selection. Exchange cards or use the blank cards to create custom activities if necessary. Once all 18 activities are chosen, remove the remaining activity cards.

2. Prioritize the selected activities

⬡ 20 min

Think about how frequently the chosen activities should be performed in the future space. Taking turns, distribute the 18 activities equally among the frequency categories: **sometimes**, **often** and **always**. Ultimately, there should be 6 cards per frequency category.

This categorization will influence the space design.

3. Get additional activity cards

⬡ 10 min

Activities occurring on a highly regular basis will be emphasized on the space layout. Based on your categorization, get additional cards:

- Activities happening always are triplicated.
- Activities happening often are duplicated.
- Activities happening sometimes do not receive any extra cards.

Your group should now have 36 activity cards (18 always, 12 often, 6 sometimes).

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The Space Areas

The selected activities are mapped to the physical areas where they should be performed. After clustering the chosen areas, you will be able to visualize how versatile they are.

Phase 2: Area Selection and Clustering

Select the areas for each activity

⏱ **30 min**

Flip the activity cards around and write down the area where each activity should be performed. Use the **"Creative Areas" poster** as reference. In the case of duplicated or triplicated activities, you can write the same area more than once or choose different areas for the same activity.

Form zones by clustering the cards with the same selected area. Zones with many different colors show that many different types of activities take place in them.

Six different activity types

Mosaic considers six different types of activities that can take place in a creative space, each represented by a different color.

INDIVIDUAL WORK — PRESENTATION — RECREATION — SOCIALIZING — COLLABORATIVE WORK — MAKING

These types differ from each other in their characteristics, mainly in their noise level. Based on your choice of activities, sort the general category cards from silent to noisy. For example, activities of the type "individual work" are usually very silent, while activities of the type "collaborative work" tend to produce more noise. Keep this sorting visible throughout the rest of the exercise as it will influence the spatial layout.

The First Layout

Define the location of the different areas in relation to each other to form a cohesive space. With the help of several guiding questions, build the first layout of your future creative space.

Phase 3: Space Building

Build a map of the future creative space

45 min

Now that you have an overview of the different zones within the future creative space,
it's time to refine zoning, positioning and relation to each other. Move the cards around to build a more detailed and cohesive map of your space. Use the following guiding questions:

- Should small zones be placed inside of larger zones or remain as isolated spaces?
- Should large zones be split and if yes - how?
- Which areas are good/bad neighbors of others?

- Which zones act as convergence or gathering hubs? Are they central or peripheral?
- Which zones need to be divided with or enclosed by walls?
- How will a person navigate through the space?

Mark divisions and connections between zones on the underlying paper and draw additional elements and labels for clarification. Take into account the characteristics of the different activity types (see phase 2) to decide which areas can be placed together.
The final result is a map of your future creative space showing the distribution of the different areas and activities.

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The Space Map

The result is
not only a **map
of the future
creative space**,
but also a shared
understanding of
the **team's ideal
way of working.**

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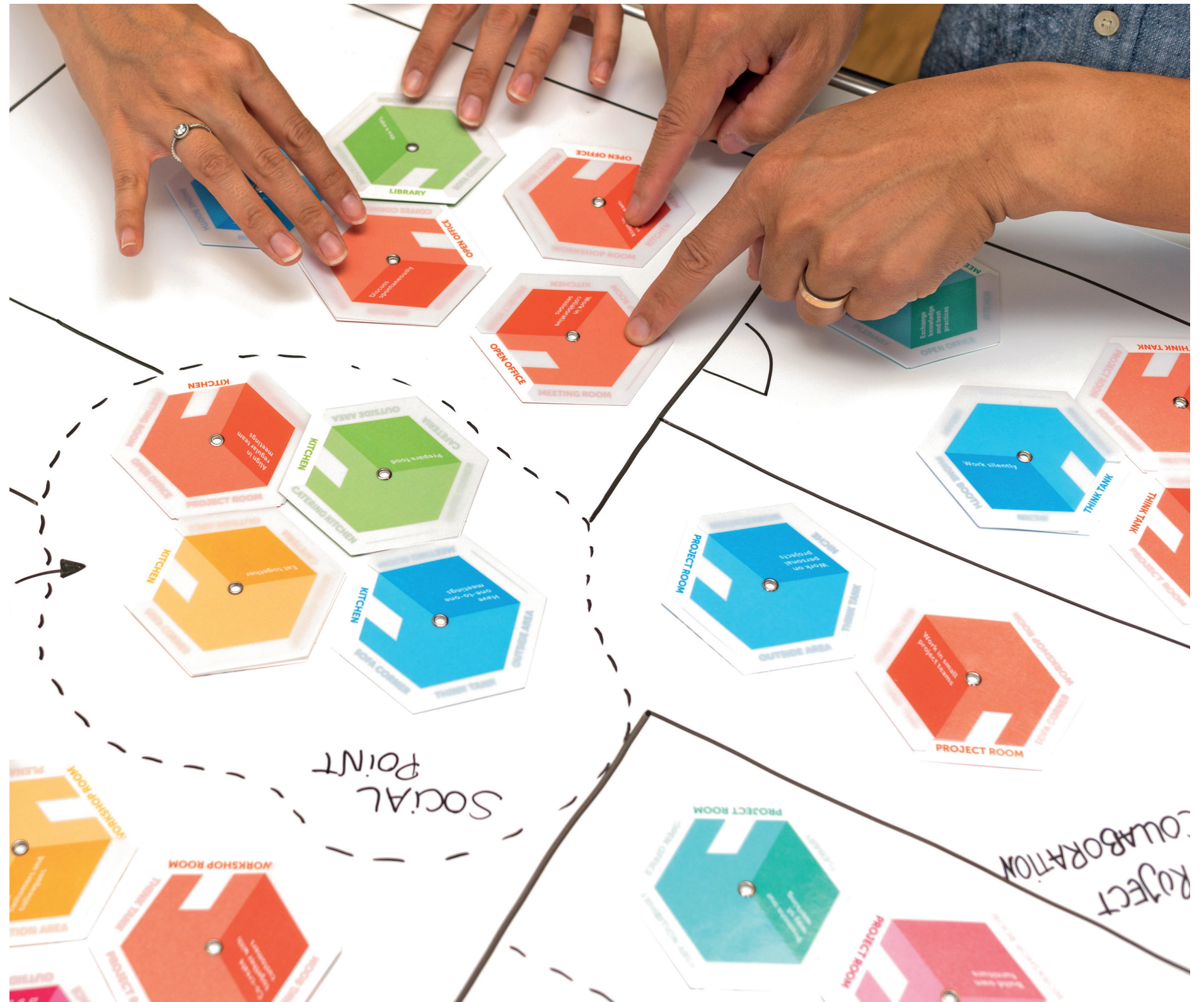
But this is only the beginning! Experience the full version of our **Creative Spaces Service.**

Your workplace is the embodiment of your **values and behaviors**. We guide you in setting up a **creative work environment** in your organization.

Contact us:

dcc@sap.com

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Working Material

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Creative Areas

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Catering Kitchen

Workshop Room

Open Office

Project Room

Makerspace

Outside Area

Sofa Corner

Photo Lab

Workstation

Kitchen

Meeting Room

Coffee Corner

Think Tank

Cafeteria

Games Area

Niche

Exhibition Area

Plenary

Gym

Relaxation Room

Library

Phone Booth

Projection Room

Reception Area

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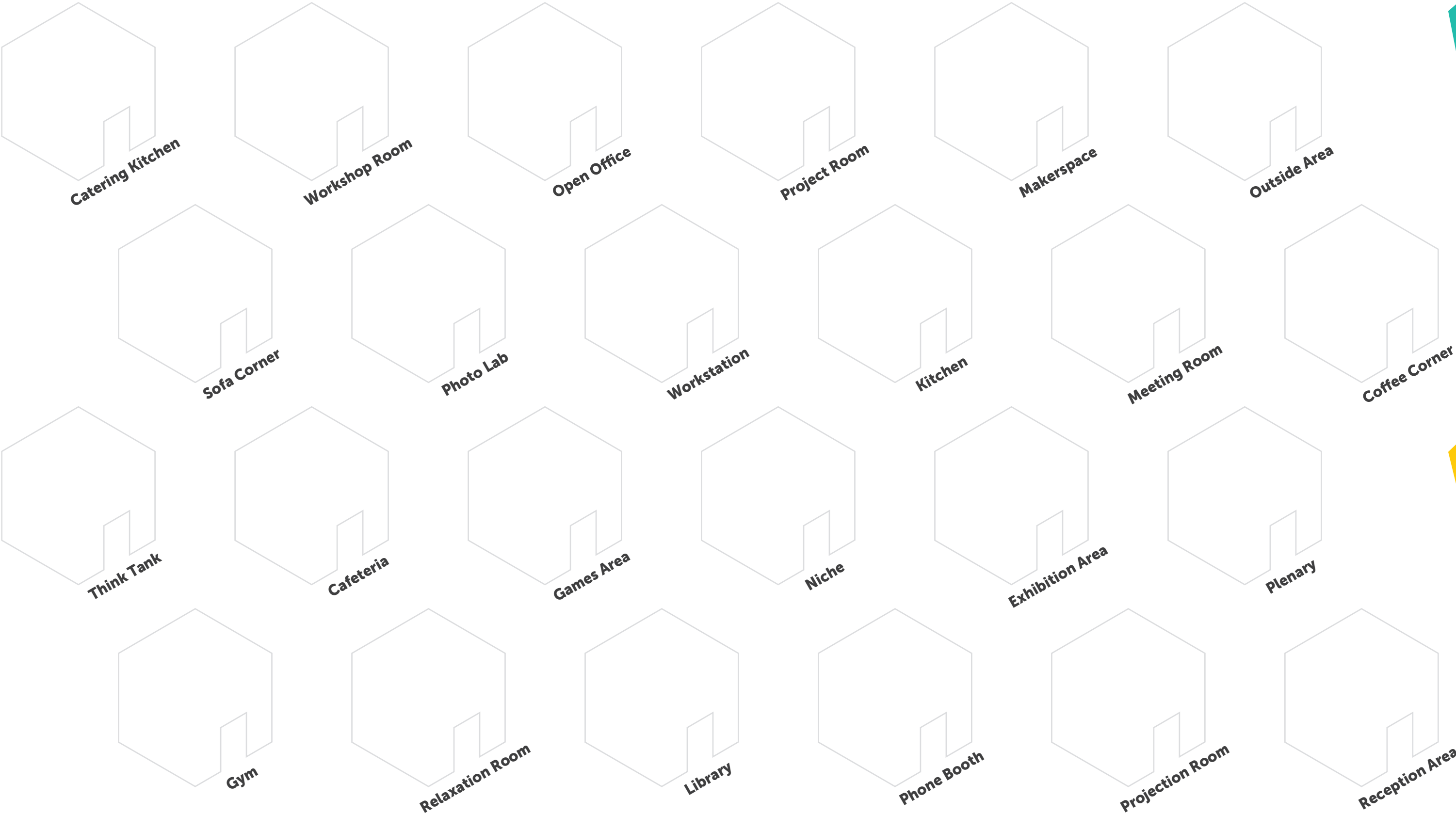
Work silently
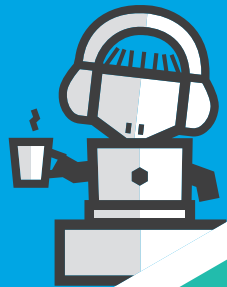
Display inspirational artifacts
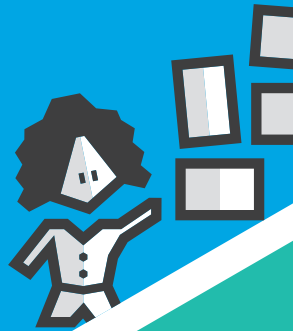
Have one-to-one meetings
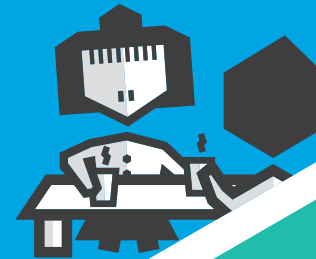
Exchange knowledge and best practices
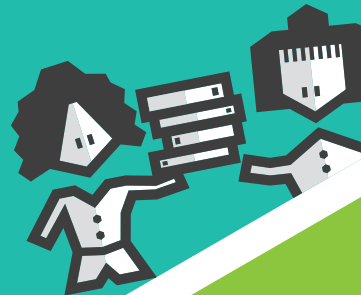
Showcase work internally or externally

Listen to external speakers or guests
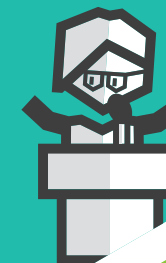
Play games while at work

Watch movies together

Read books and magazines

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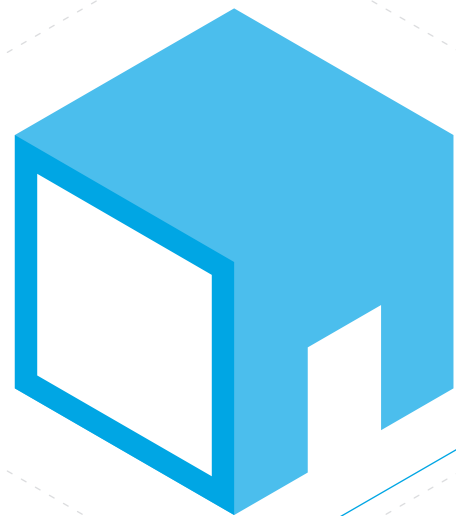
Have one-to-one meetings

Display inspirational artifacts

Work silently

Listen to external speakers or guests

Showcase work internally or externally

Exchange knowledge and best practices

Read books and magazines

Watch movies together

Play games while at work

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Work on personal projects

Do home office

Have calls in private

Give and receive project feedback
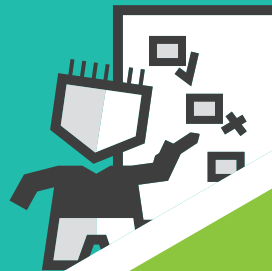
Participate in training activities

Promote our way of working
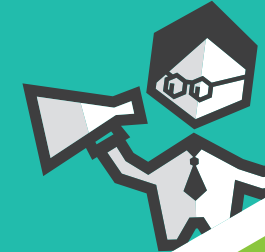
Do sports together
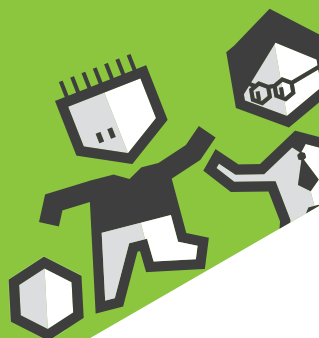
Prepare food

Take a nap

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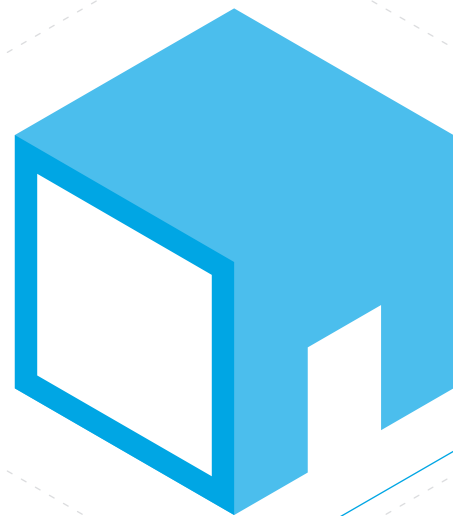
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Experiment with latest technologies
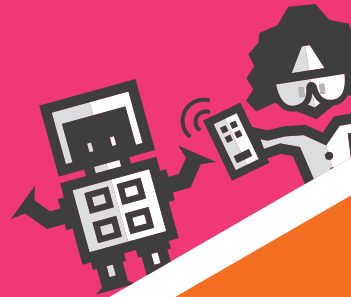
Produce own video and photo material
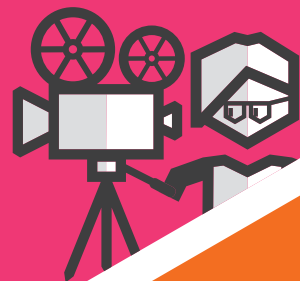
Create tangible prototypes
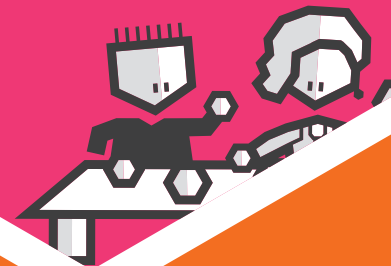
Discuss spontaneously
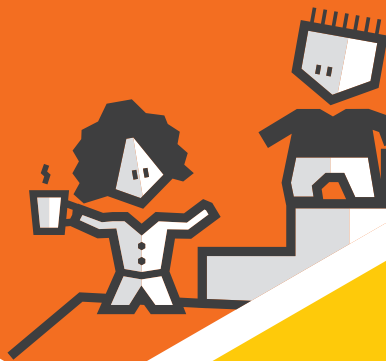
Collaborate virtually

Co-create together with customers

Eat together

Network at events

Celebrate special occasions together

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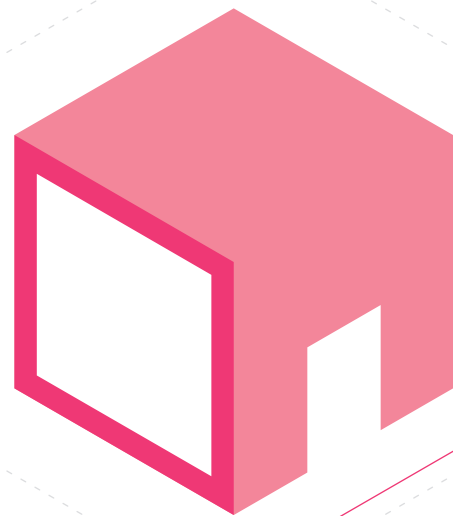
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Build own furniture
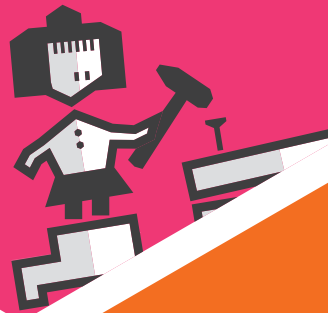
Produce own print material
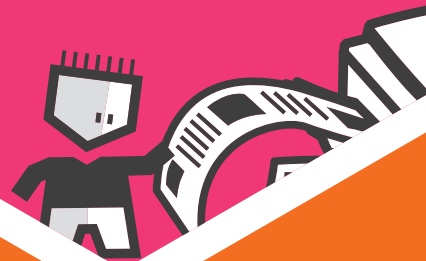
Decorate or design space interior

Align in regular team meetings

Work in small project teams
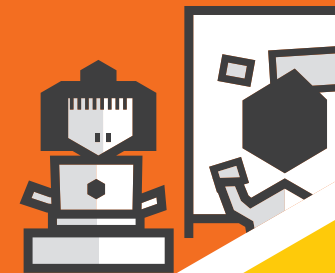
Work in collaborative sessions

Engage in team activities after work

Exchange personal experiences

Host customers and colleagues

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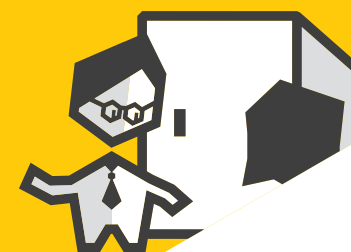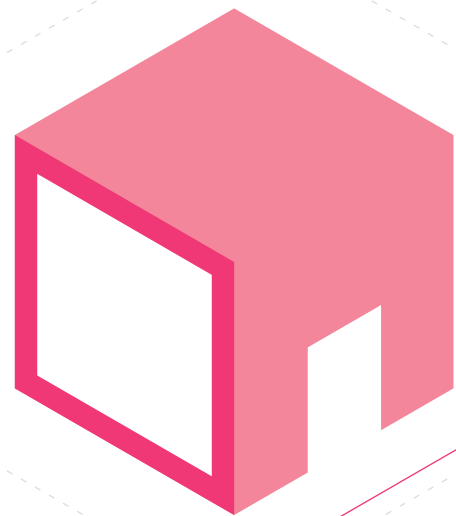
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SOMETIMES

OFTEN

ALWAYS

MAKING

COLLABORATIVE WORK

SOCIALIZING

RECREATION

PRESENTATION

INDIVIDUAL WORK

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Create tangible prototypes

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⬡ App**Haus**