Playbook Session Design Template and facilitator guidance[[1]](#footnote-0)

# Sprint #2 - Day 3

## Session Schedule:

Per Topic

0:00 - Welcome, Roll Call,

0:05 - How the sprint will work

0:10 - Sprint breakout rooms open

0:45 - Commitments on moving forward, and next steps

1:00 - Next topic or Open Sprint time.

# Roll call

| **Name/Org/**  ***How do you want to be cited?*** | **Why did you come to the sprint?** |
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## Summary

**How to Collaborative Sprint:**

Each room will have a leader and topic. Facilitators may alternate depending on needs. Participants are welcome to join breakout rooms:

* Topic 1
* Topic 2
* Create exercise room

This sprint uses google docs, jam boards and zoom. Please only use these tools for the sessions. Thanks

## The welcome room - What is the data playbook

**Host: Heather**

**Outcome/purpose:** This is the ‘welcome to the sprint room’. We will onboard people to the project and sprint. Then, we will invite them to join other rooms for activities.

* Fill in the roll call - why did you come?

For each of the conversations, it is important to reflect on the what is it/what is it not, table of contents and what is your path. This room helps to refine the audience, content and help people choose rooms/roles.

* What is the data playbook / what is it not
  + Who is it for
* See our Table of Contents (Add link) (add comments, please don’t remove items.)
* How would you like to be engaged and how would you like to give feedback
  + Understanding Roles :
    - Co-editors -
    - Module editors -
    - Contributors/Participants /test and review
    - Subject-matter experts
* Your Journey:
  + **Learn and contribute** - don’t know yet, want to see
  + **Overall Submit** - Submitting exercises, content, scenarios, etc
  + **Revise** - Content for module - revise
  + **One and Done** - Direct template to deliver ‘x’ - People who want so clear instructions
  + How to give **feedback/Test**
  + **Translate**
  + **Designs /Graphics**

### Notes:

**What is the data playbook:**



**What it is not:**



**Who is it for:**



**Contribution from participants**

Resources/Examples:

## 

## Topic 1

**Host:**

**Outcome:** Get people engaged, get feedback on what we have and identify opportunities for testing/feedback on content. In this room we will cover

* Question that relates to the content your want to test/create?
* Build on ideas from the sprint #1 and the current table of contents

Notes:



### Case studies/Stories if possible, what would be the best practice in a particular case.

### Resources/Examples:

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# What else should be included in the Module?

**How would you like to contribute to the module of the Playbook?** (e.g. contribute content (what?), review/feedback content, trial exercises, come to more sprints etc) - Please provide your name and contact info:

* X
* X
* X
* x

# 

# Example July sprint schedule

Sprint #2 Schedule - July 19 - 29, 2021

We analyzed input for availability and topics of interest in relation to the revised Table of Contents. Each of the Sprint days will have multiple topics. Each topic will be 1 hour.

Day 1: July 19th 3 - 6pm CEST

15:00 Topic 1 Emerging Tech

16:00 Topic 2: Data for decision-making

17:00 Ongoing sprint

Day 2: July 20th 11- 2pm CEST

11:00 Topic 1 Useable Data (data standards)

12:00 Topic 2 Data Collection

13:00 Ongoing sprint

Day 3: July 22 8 -11am CEST

8:00 Topic 1 Data Collection

9:00 Topic 2 - Data protection

10:00 Ongoing Sprint

Day 4: July 26 11- 2pm CEST

11:00 Topic 1 Data for decision-making

12:00 Topic 2 Understanding Data (Analysis)

13:00 Ongoing Sprint

Day 5: July 28 8 -11am CEST

8:00 Topic 1: Emerging Tech

9:00 Topic 2: Useable Data (Data Standards)

10:00 Ongoing sprint

Day 6: July 29 3 - 6pm CEST

15:00 Topic 1: Understanding Data (Analysis)

16:00 Sprint review and Sprint 3 coordination

17:00 Topic 2: Data protection

## STAGE 2: Content Production - Overall Sprint Schedule

There are 4 stages (often concurrent) of the project: Baseline, Content Production, Testing and Design. During the content production phase, we will also hold small focused activities for the various modules with the module editors. **Can you let us know your availability?**

| **Sprint** | **Dates** | **Availability (please do add specific dates to assist with planning)** |
| --- | --- | --- |
| Sprint 3 |  |  |
| Sprint 4 |  |  |

# For Facilitators/Core Team- how to sprint

Each room will has a facilitator and topic. Facilitators may alternate depending on needs. Participants are welcome to join rooms 1 - 4. The Facilitator team decided to use one document for this sprint Day 1. This may change If you want to create a separate document, please have a facilitator do so in this Data Playbook file (add folder)

This is a collaborative, participatory design sprint. This means that we will co-create content and build on each other’s work. This is not an unconference. This is also not a standard slide presentation meeting. [Learn more about this methodology here](https://aspirationtech.org/papers/creating_participatory_events) and [here (Aspiration Tech wiki).](https://facilitation.aspirationtech.org/index.php?title=Main_Page) [Agenda hacking](https://facilitation.aspirationtech.org/index.php?title=Agenda:Hacking) is the way that we tailor the audience participation with the content delivery - a shared, positive experience.

These meetings are governed by the Solferino Academy [Event Data Privacy Policy](https://solferinoacademy.com/event-privacy-policy/) and [Community Guidelines](https://solferinoacademy.com/community-guidelines/)  (ADD YOUR OWN)

# Scheduling

It is important to schedule the coming months (mainly for the core team), but to also help you plan when you can join in.

These are proposed dates based on facilitator availability. There will be approximately one session a day during the sprint times. We’ve put approximate times

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# How To Sprint:

## The Zoomies

To operate in Zoom, move your cursor to the bottom of the screen and **a menu bar** will appear (please note that if you’re using a tablet or smartphone, the menu may be located elsewhere). In the lower left-hand corner, you should see **a mic icon where you can mute and unmute yourself.** We request that you stay on Mute, until you are invited to come off Mute to speak. Next to that is an icon for a camera where you can turn your video on and off Para operar en Zoom, mueve hacia la parte inferior de la pantalla hasta que **aparezca el menú** (nota: si usa un tablet o smartphone el menú se puede encontrar en otro lugar). En la parte izquierda del menú debería encontrar **un icono “Micrófono” que puede usar para silenciar o activar su micrófono**. Al lado se encuentra un icono “Videocámara” que permite activar o apagar su videocámara.

In the middle of that menu bar, you should see **an icon of a figure, click on that and a list of participants appears on the right-hand side of your screen**. You will note: there is a button at the bottom of that list that **says 'raise hand'** - you can use that to get our attention if you have a question or a comment you would like to contribute to the discussion. Please do note that as we expect a large number of participants, we may not be able to attend all “raised hands”. En el medio del menú encontrará un icono en forma de “persona”, si le da clic **aparecerá la lista de** **participantes**. En la parte de abajo de esta lista encontrará un botón “**Levantar la mano**” que permite llamar la atención si tiene algún comentario o quierwafe contribuir a la discusión. Esperamos muchos participantes así que no podemos asegurar que todos podrán hablar.

**The chat room will not be recorded/captured/documented.**

### Google Doc tips

* We will use the Google Doc to take notes and share info during the session. This doc will be available after this session.
* To the left of the document, floating towards the top of the white buffer, is a grey three line icon. That’s the Document outline. Click it and it will show subsections of the document, which you can then click on and travel right to that section instead of scrolling
* If you want to go directly to someone’s cursor (where they’re writing) and they’ signed in (or you know which anonymous animal they are) you can **click on the circle icon for their name/animal up top**, above the document on the right side, on the same level as the title, towards where it says “Share.” If you can’t see that line, look for a down arrow (like an upside down >) on the very far right up top and click that.

## General Guidelines

* Be respectful - Please follow the instructions and the prompts, Contribute to the discussion! But also listen and understand the experiences present,
* Ser respetuos@ - Por favor, siga las instrucciones y preste atención. Contribuye a las discusiones pero también escuche y entienda las historias compartidas.
* Be Inclusive - Speak to the nth. Expand all acronyms, be wary of jargon, so everyone can understand. Share resources and URLs, so others can benefit.
* Ser inclusiv@ - asegúrense que todos tengan la oportunidad de participar en los grupos pequeños de discusión. Evite jargon y acrónimos. Comparte recursos y enlaces para que los demás puedan beneficiarse de ellos.
* Be Fully Present - Participate in the small group discussions and the large group, do ask questions.
* Estar enteramente presente - Participe en los pequeños grupos de discusión y en los grupos más grandes, haga preguntas.

1. Credit: CC-BY-NC 4.0 Data Playbook v1 contributors [↑](#footnote-ref-0)