TEAM ROLES: SESSION

Part 1

What's the team focus?
Why are you bringing a team together at this stage: research, co-design, testing

Who could be involved?
Make a list of the team members who will be involved at this stage. These are the people who will come to your team roles session. Think about who can be leading, supporting, and acting as critical friends.

Facilitate your session
You can set this session up directly on a wall to help everyone see the options.

Introduce
Explain the stage are you planning for and why you have brought this group of people together — did you have expertise skills in mind?

→

Roles options
Introduce value of each role:
Lead: Primary responsibility, may involve managing others
Support: Additional resource with tasks assigned to them
Critical friend: Offers a different perspective; may be outside of core team.

→

Assigning
Ask the group to individually add a post-it under headings they want to be involved in with their name and role they think they should have.

Prompt them to think about people who are missing: is there someone outside the group that could help?

→

Next steps
Explain that preferences will be turned into a Team Roles Pack and shared with them.

Note that **people may not get everything** they assigned themselves to.

What are the key activities?
From your timeline, write the activities you will do at this stage on to the strips and cut out. These are the titles your team will assign themselves to.

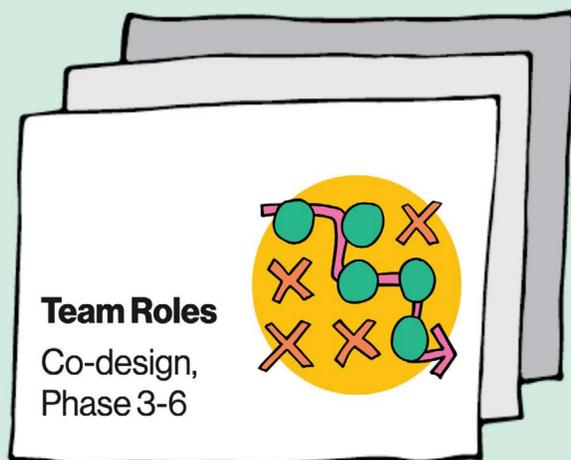
TEAM ROLES: PACK

Part 2

Create your pack

Turn your team roles session outputs into a slideshow or document that can be shared with your team and any relevant stakeholders.

Follow the suggested structure to include core information, or add to and adapt it to fit your needs.
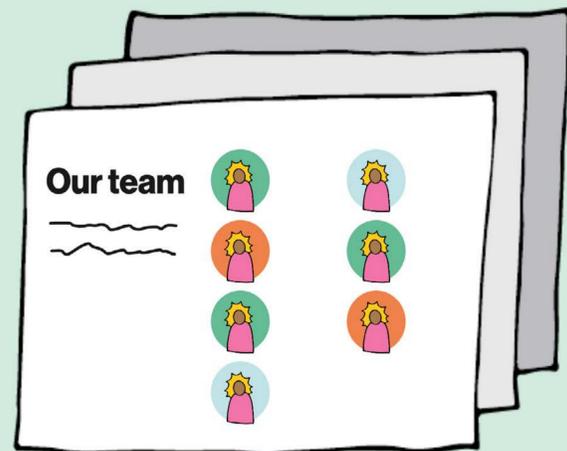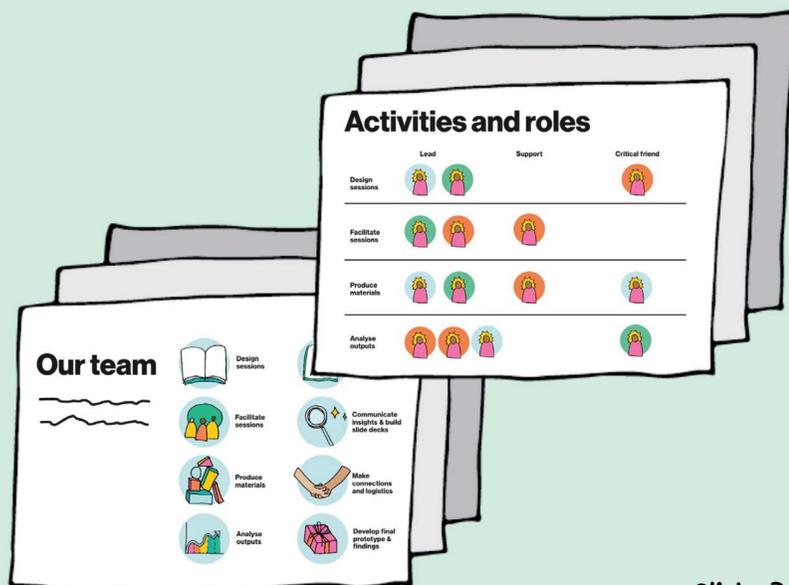
Title page
What stage is the pack for?

Team Roles
Co-design, Phase 3-6

Slide 1

Team members
Who's in the team at this stage?

Our team

Slide 2

Activities
What will the key activities be, and who is assigned to them?

Activities and roles

	Lead	Support	Critical friend
Design sessions			
Facilitate sessions			
Produce materials			
Analyse outputs			

Our team
- Design sessions
- Facilitate sessions
- Produce materials
- Analyse outputs
- Communicate insights & build slide decks
- Make connections and logistics
- Develop final prototype & findings

Slide 3-5

Activities: Detail
What are the tasks for each activity?

We will...

Design sessions

Slide 6-End

Share with the team

Walk-through the slideshow or document with the team members who will be involved to present all the details. Give everyone the opportunity to ask questions and suggest changes.

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