

ACTIVITY WORKBOOK

Design Thinking Workshop

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How to use this workbook

This workbook includes templates for all of the activities in the design thinking workshop.

To complete the activities, read through the instructions and input your answers into the table cells. Please keep a copy of this workbook open for the duration of the workshop. The activities can be completed individually or with your team as a group by having someone on your team volunteer to share their screen and capture notes.

We encourage you to continue working on these activities after the workshop and bring them to your office hours to receive additional support and feedback.



What are the key questions facing your project?

The goal of this activity is to generate questions about your project and identify any gaps or constraints facing your project in the coming months. The questions and issues you identify will be used as the basis for identifying who you need to engage in the next activity.

Instructions

Step 1 – (2.5 minutes) Write the core housing supply **problem** that your team is working on in the left-hand column of the table below. Try to distill the problem into a few bullet points.

Step 2 – (2.5 minutes) Write the proposed **solution** your team is developing to address that problem in the right-hand column of the table below. Try to summarize your idea into a few bullet points.

Step 3 – (10 minutes) In the middle column, identify the questions, gaps and obstacles facing your project in the coming months. Focus on the most pressing questions and issues that your team needs to resolve to move forward. Try to identify three to five. Consider things such as:

- Gaps in knowledge or resources
- Assumptions that need to be validated
- Technical or logistical questions
- Obstacles and constraints

The Problem	Questions, Gaps & Obstacles	The Solution
Type here...	Type here...	Type here...



Brainstorm who you need to engage

The goal of this activity is to brainstorm a list of people, communities and potential partners that you should engage in the coming months.

Instructions

Step 1– (2 minutes) Review the questions and obstacles you identified in the previous activity. Compare notes with your team members and choose the top 1-3 questions or obstacles to build your brainstorm around. Write this in the box below. If you have not identified any questions or obstacles, simply write down the core housing supply challenge your team is working on.

Type here...

Step 2 – (13 minutes) Begin brainstorming a list of individuals, communities and organizations that can help you answer the questions you identified in and/or those with an interest in the problem/solution your team is working on. Generate this list in the table below.

Who can help you answer the questions or overcome the obstacles you identified above?	Type here...
Who is most impacted by the problem? Who would benefit from the solution?	Type here...
Who holds valuable knowledge, information or critical resources that your project needs to access?	Type here...
Who do you need to get buy-in and support from? Who is allied to your cause and who is opposed?	Type here...

<p>Who are the decision-makers and gate keepers impacting your project?</p>	<p><i>Consider local governments, regulatory bodies, other groups who hold influence and authority, etc.</i></p>
<p>Who are the other key players? Who else has an interest in your project?</p>	<p><i>Type here...</i></p>
<p>Don't forget to consider natural entities such as wildlife, habitats and ecosystems as potential "partners" with an interest in the outcome of your project.</p>	<p><i>Type here...</i></p>



Prioritize partners for engagement

The goal of this activity is to sort and analyse your brainstorm from the previous activity to identify a list of the key partners that your team needs to engage in the coming months.

Step 1 – REFLECT

Take a step back and look at your brainstorm with fresh eyes. Consider the following:

- Try to identify any potential gaps you might have missed. Are there any individuals, communities or groups that you may have overlooked?
- It might be helpful to share your brainstorm with someone who is familiar with topics you are exploring but not directly connected to your project for an outside perspective.
- Are there any groups that might be over-represented or under-represented in your brainstorm? For example, does your list mostly include partners from a certain sector or geographic region?
- Did you find it challenging to brainstorm partners? If so, make note of the areas where you struggled to identify partners and prioritize this as an area for further research to identify the key players.

Type here...

Step 2 – SORT

Sort your brainstorm using the matrix below. Use your best judgement to determine where to place different partners in each of the categories (high, medium or low). Some partners might rank higher in one category but lower in another category. What does this tell you about that partner’s relationship to your project?

	Impacted / Affected	Power & Influence	Connection to your team
High	Type here...	Type here...	Type here...
Med	Type here...	Type here...	Type here...
Low	Type here...	Type here...	Type here...

- **Affected / Impacted** – Some partners will be highly personally impacted by your project in terms of their physical wellbeing and livelihood (e.g., access to safe housing, impact on employment, etc.), whereas other partners will be affected in a more indirect way (e.g., through a business, etc.).
- **Power & Influence:** Power in this context refers to the ability to influence the outcome and success of your project. How you choose to rank the relative power of your partners is up to you. Some partners hold power because they control access to money or decision-making authority. Other partners might hold power through their ability influence people or generate attention around an issue.
- **Connection to your team: High** – partners that you have a worked with in the past and who you have a close personal connection or professional relationship with; **Medium** – partners that you have interacted with before in some limited way (e.g. you met at an event, know each other from the community) but who require more time and effort to build a proper relationship with; **Low** – partners you have never interacted with before and who would not recognize your name or face.

Step 3 – PRIORITISE

Use the questions below to identify the top 3-5 partners that you need to prioritize for engagement in the coming months.

- **Strategic** – Who's buy-in and support is the most critical for the success of your project in the coming months?
- **Practical** – Who can help you answer the questions or overcome the obstacles your project is currently facing?
- **Empathic** – Who has lived experience of the problem you are trying to solve? Who will be impacted by your solution?
- **Relational** – Who do you need to begin (or continue) building a relationship with? What partnerships will take time and effort to establish and grow?

Type here...



Prepare for engagement

The goal of this activity is to prepare for engaging with partners respectfully and relationally by reflecting on their needs and motivations as well as your own.

Instructions

Add your top three partners in the table below and answer the questions.

	Partner #1	Partner #2	Partner #3
	<i>Insert partner here...</i>	<i>Insert partner here...</i>	<i>Insert partner here...</i>
What is this partner's connection to the problem or solution you are working on?	<i>Type here...</i>	<i>Type here...</i>	<i>Type here...</i>
What is this partner's main concern, interest or motivation with respect to your project? What matters to them?	<i>Type here...</i>	<i>Type here...</i>	<i>Type here...</i>
What are your main reasons for wanting to engage this partner?	<i>Type here...</i>	<i>Type here...</i>	<i>Type here...</i>
What level of engagement and participation in your project do you want this partner have? Why?	<i>Type here...</i>	<i>Type here...</i>	<i>Type here...</i>
What does this partner need in order to feel respected and willing to be engaged?	<i>Type here...</i>	<i>Type here...</i>	<i>Type here...</i>
What steps will you take to ensure you engage respectfully and relationally?	<i>Type here...</i>	<i>Type here...</i>	<i>Type here...</i>

