

# 6. ASPEDRAN (Digital OPERA)

## Specifications:

- Duration: 1 hr 15 mins - 2 hrs
- Participants: 3 - 18
- Environment: face-to-face, Zoom or Teams



# ASPEDRAN – collect All ideas of all participants

The screenshot displays the ASPEDRAN web application interface. At the top, there is a navigation bar with tabs for 'Collect', 'Select', 'Create', 'Develop', and 'Group'. A blue circle with the number '2' is positioned above the 'Collect' tab. Below the navigation bar, the main content area is titled 'How to make sure all employees opinions are heard in decision making'. A large text input field with a blue circle containing the number '1' is visible. Below the input field, there is a 'Participants (1/4) Invited users(2)' section showing profile icons for VM, J, and JH, along with a plus sign. To the right, a 'Filter & Sort' section is visible. Below this, a list of ideas is displayed, each with a user profile icon, a timestamp, and a numbered idea text. The ideas are numbered 6 through 12. Idea 10 includes a screenshot of a webinar interface. The interface also features a timer icon and a close icon in the top right corner.

1. Ask participants to write 1-2 sentence ideas to the text editor. Target is to get 25 – 80 ideas.
2. Set the timer to show users how much time they have.

Duration: 5 – 10 minutes

# ASPEDRAN – Select interesting thoughts

The screenshot shows the ASPEDRAN interface. At the top, there is a navigation bar with tabs: Collect, Select, Create, Develop, and Group. Below this is a 'Filter & Sort' section. The main area on the left displays a list of ideas, each with a number, a checkmark, and a small icon. The ideas are:

- 12 Somebody has a role to facilitate internal short messaging platform (3)
- 11 We investigate new alternative ways of involving team in decisions making (2)
- 6 Meeting agendas are shared in advance and participants are asked to prepare for the meeting (2)
- 5 Sprint meeting model, everybody knows what is happening (2)
- 10 Virtually is easy to arrange 15 minutes webinars, what is going on. Feedback is collected from participants through internet (1)
- 8 Every second week the boss is telling what he has done based on personnel's ideas (1)
- 4 We emphasize in general communication that we value participation and diverse opinions as a company. (1)

On the right, the 'Share' workspace (4) shows three groups of ideas:

- Promote good meeting habits (2)**: Includes idea 6.
- Write name of the group here**: Includes ideas 12 and 11.
- Group 1 (1)**: Includes idea 10.

Numbered callouts 1-4 highlight key features: 1 points to a group box, 2 to a group title, 3 to an idea card, and 4 to the Share workspace.

1. Ask everyone to drag interesting ideas to the empty area on the top right the create a group. Guideline is to select 25 – 35 % ideas to 3 – 6 groups.
2. Users can give names for the groups
3. Give about 3– 6 minutes for this. Use the timer.
4. You can use pairs or trios in breakouts for discussing the topic and agreeing who writes about which topic. Users can share the groups to their pair with *Share*.. Duration about 5-10 minutes, use also the timer

# ASPEDRAN – create Proposals

1

Collect Select **Create** Develop Group

Show Unused

Promote good meeting habits

6 Meeting agendas are shared in advance and participants are asked to prepare for the meeting 2

12 Somebody has a role to facilitate internal short messaging platform 3

11 We investigate new alternative ways of involving team in decisions making 2

Show ideas not in group

Write proposal name here

Write proposal description here 2

Attachments

Submit

We add h opinion t 31.7.2

Better ar meeting: 31.7.2

Let start model 31.7.2

Let's find involve e 31.7.2

1. Ask participants to move to *Create*
2. Ask participants to write a proposals based on the selected ideas now visible on the left. Each solution should have about 5 lines.
3. Here are guidelines for the number of proposals

Participants	Proposals / participant
3 - 5	5 - 6
6 - 7	4
8 - 10	3
Over 10	2

Duration: 10 – 20 minutes

# ASPEDRAN – Explain, Develop and Rank

The screenshot displays the ASPEDRAN web application interface. At the top, there is an orange navigation bar with buttons for 'Collect', 'Select', 'Create', and 'Develop'. The 'Develop' button is highlighted. Below the navigation bar, there is a sidebar on the left with a list of proposals. The main content area shows a proposal titled 'Let's find new digital ways to involve everybody to decision making'. The proposal is divided into three sections: '1. Describe your proposal', '2. What are the benefits of your proposal', and '3. Propose concrete next steps for the implementation of your proposal'. To the right of the proposal, there is a 'Development comments' section with a text input field and a 'Submit' button. Below the input field, there are two comments from 'Jouni Halme'.

**1**

Collect Select Create Develop Group

**2**

**3**

**4**

**5**

**6**

**1. Describe your proposal**  
We investigate new digital tools that would allow asynchronous decision making processes that would support involving widely our personnel. Once we have identified and launched the platform, we should dedicated team that would promote and support the usage.

**2. What are the benefits of your proposal**  
1. Personnel would be spending less time in meetings as most of the decision making would n  
2. Decision making would be more transparent

**3. Propose concrete next steps for the implementation of your proposal**

**Attachments**  
No attachments

**Development comments**

We need to make sure that all managers are committed and driving this change. This could be done for example by including it as objective in their annual targets.

Submit

Jouni Halme 31.7.2020 klo 15.28.47 0  
I'm a volunteer for moderating.

Jouni Halme 31.7.2020 klo 15.28.10 0 Edit  
I've heard a lot of positive comments about DecideNow. We should definitely include it to our tool review.

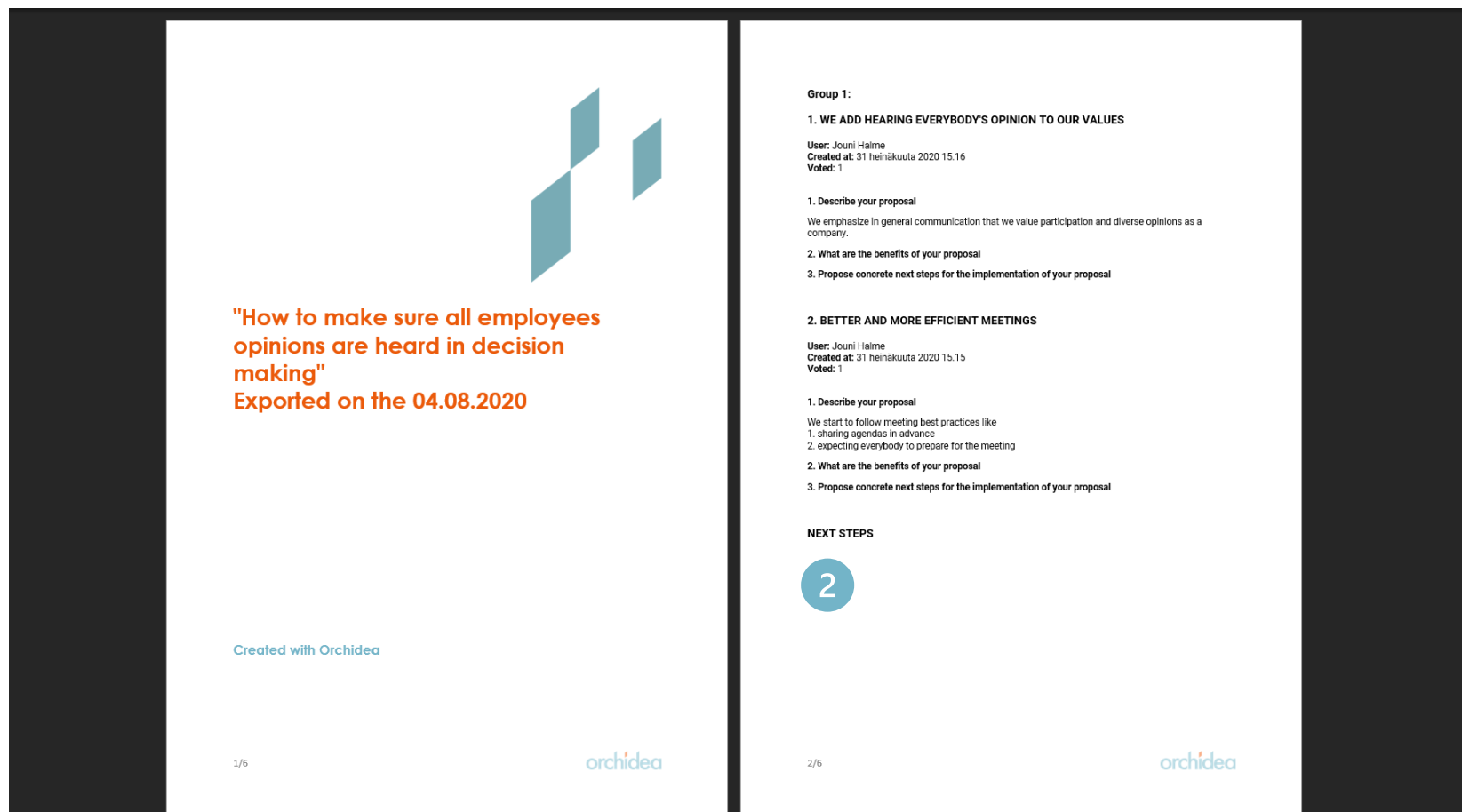
1. Ask everyone to move to *Develop*
2. Everyone presents each of their proposals in 1 minute
3. You as facilitator can highlight the proposal by clicking on the pin icon.
4. During presentation, everyone posts their development comments.
5. After presentations everyone has 10 minutes to continue commenting the most interesting proposals.
6. You can ask the participants to prioritize the proposals by liking the best proposals.

# ASPEDRAN – Alignment and Next steps

The screenshot displays the ASPEDRAN software interface. At the top, there is a navigation bar with buttons for 'Collect', 'Select', 'Create', and 'Develop'. Below this is a sidebar with 'Moderation' and 'Preparation' sections. The main workspace is titled 'Group' and contains several proposal cards. A large blue circle with the number '1' is positioned above the workspace. A blue circle with the number '2' is placed over the instruction 'Drag proposal to create a new group'. Other blue circles with numbers '3', '4', and '5' are placed over specific proposal cards. The proposal cards are organized into groups, each with a blue header. The first group is 'Ensure that virtual participative process fits to the topic', containing cards for 'Ensure process for virtual workshop', 'Virtual workshop structure', and 'Clear structure'. The second group is 'Make preparation well for virtual sessions', containing 'Preparation', 'Preparation is even more important', and 'Good preparation'. The third group is 'Ensure that participant can have the access', containing 'ensure technical set up' and 'Ensure everybody's connection'. The fourth group is 'Ensuring that process is enertic', containing 'Emotional activations', 'Remember to have enrgizers/breaks', and 'Interesting sessions and role for everybody'. Each card shows a thumbs-up icon and a count of votes or responses.

1. Move to *Group*
2. Only you as the facilitator can group and align proposals by dragging and dropping them based on participants' suggestions
3. Proposals without votes can be leaved out of grouping.
4. When proposals are grouped, the groups can be named based on participants' suggestions.
5. For the next steps also names of responsible person can be added to the headline of the grouped group.
6. Results can be printed in Word –document and add to that more accurate next steps

# ASPEDRAN – Next steps in Word



1. Next steps can be added by the facilitator to the Word-document. Word-document can be exported from the Workshop list on the main page of Orchidea Workshop by clicking the three dots on the right-hand side of the workshop name.
2. There is dedicated place for next steps in the end of each set of grouped proposals.