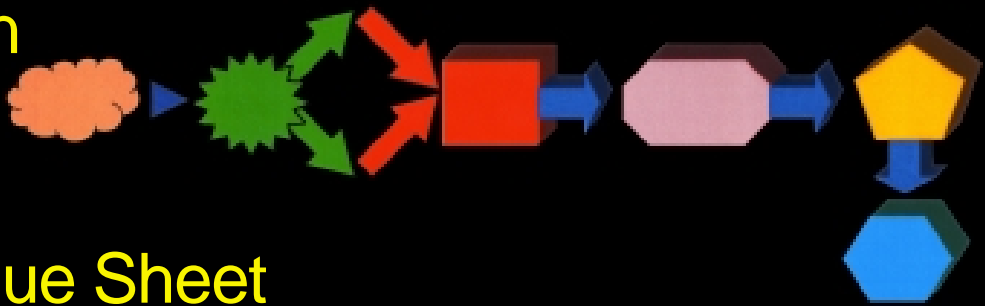


# Compression Planning<sup>®</sup> Quick Reference Cue Sheet



LAUNCHING A SESSION

## Before the Launch

1. Set the Planning Space. - pg.131
2. Finalize the set-up of the Storyboards.
3. Set out the tools - cards, pins, dots, etc.



## At the Launch

1. Participant introductions (if required).
2. Briefly explain your role as a facilitator and the Compression Planning process. - pg. 5
3. Explain Pure Form Thinking - post Explore Guideline Cards. - pg. 14
4. Explain and negotiate the use of the "Reminder" balls/artifacts. - pg. 15
5. Recruit 2 printers and 1 pinner. - pg. 118
6. Have the Client come up to the Storyboard and explain their Design.
7. Ask for clarifying questions and have the printers capture the responses on cards.
8. Start facilitating the first Header.



EXPLORATION PHASE

## Facilitating the Exploratory Section of the Master Planning Model - pg. 68

1. Facilitate each Header - start with the first question and work your way to the right.
2. Make sure you are Spinning/Churning each idea. - pg. 78  
Start slow and work with your printers.
3. Determine if a sub-divide would be appropriate - it picks up time and gives quiet people a chance to be heard.
  - a. Break up the group into teams of 2-3.
  - b. Direct them to generate a specific number of cards in the timeframe allotted - "5 ideas in 4 minutes."
  - c. Have each group share their ideas before pinning.



BREAK

## During the Break

1. Confer with the Client on Concept Headers. How would it be most helpful to sort, select and organize this material?
2. Propose Concept Headers that you created prior to the session. - pgs. 89-90
3. Post Focus Guideline Cards.
4. Set up the Storyboard with Concept Headers.
5. Put up a Retrieval Envelope.



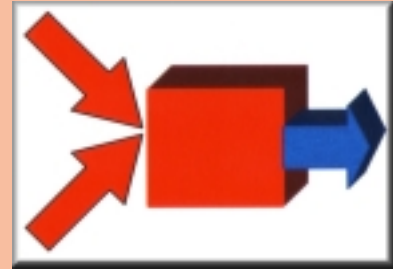
**During the Focus Phase - pg. 88**

1. Review the Focus Guidelines. - pg. 14
2. Determine colors and numbers of dots.
3. Explain Concept Headers, Review Purpose of Session and instruct participants to dot.
4. Make preliminary decisions and move the cards. Sort the ideas down to a manageable few.
5. Explain the Retrieval Envelope.



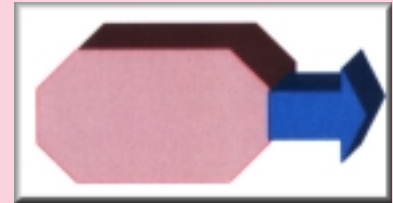
**During the Concept Phase**

1. Merge ideas/restate ideas.
2. Make commitments - gain consensus on "fit to Purpose of this Session".
3. Try to eliminate as much as you can. Be cautious not to OVER-merge. If a card can be done by itself, keep it as a separate idea.
4. Aim for the key ideas you intend to do - focus on the UNIQUE factors.



**Facilitating the Action Plan - pg. 98**

1. Determine if you want to task at the micro or macro level.
2. Identify the critical few next steps to move this issue idea, project to the next level.
3. List all the tasks first.
4. Determine who will be responsible for getting something done as well as a deadline for that task.
5. Identify Expected Results of each task. What will happen as a result of this task getting done?



<b>TASKS</b>	<b>WHO WILL DO IT</b>	<b>DEADLINE</b>	<b>EXPECTED RESULTS</b>
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**Facilitating the Communication Plan - pg. 101**

1. Identify one name or group of people per card.
2. Put one Specific Message per card - "They need to know that..."
3. Identify by number which messages apply to each person/group.
4. Determine the person responsible for communicating the message.
5. Determine the method of communicating the message(s).
6. Set a deadline for communication.



<b>STEP 2</b>	<b>STEP 1</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
<b>SPECIFIC MESSAGES</b>	<b>WHO NEEDS TO KNOW</b>	<b>WHAT THEY NEED TO KNOW</b>	<b>WHO WILL TELL THEM</b>	<b>HOW WE WILL TELL THEM</b>	<b>DEADLINE</b>

pg. 106

<b>WHAT WENT WELL</b>	<b>WHAT WE WOULD CHANGE FOR OUR NEXT SESSION</b>	<b>LESSONS LEARNED</b>
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