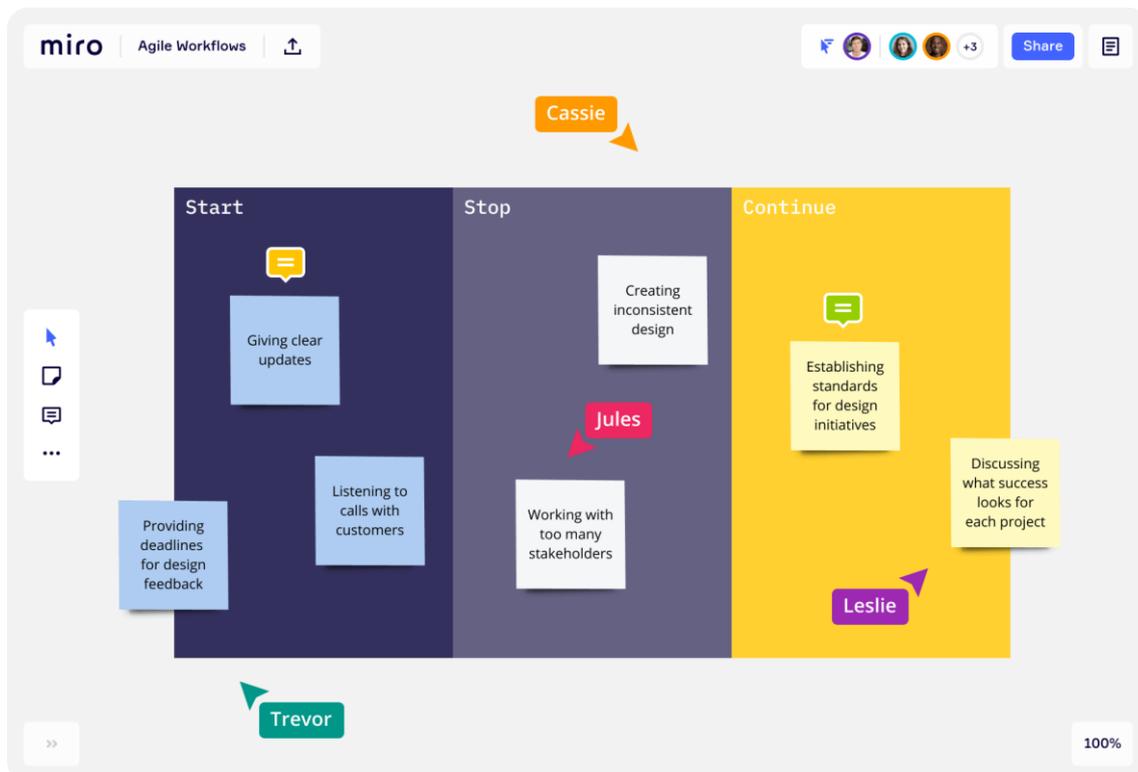


### Virtual Collaboration Toolkit

- Before you get started, pick a topic or problem that you want to solve and who you want to attend (it works with up to 6 people and a facilitator).
- Decide who will facilitate the Collaboration Sprint. It's key that they keep things moving and everyone sticks to the process.
- Time-box every stage and make sure everyone sticks to the timings.
- Select your platform to collaborate and work alongside your chosen conferencing software.
- [Miro](#) is a free whiteboard tool designed for team collaboration.
- Or you could use [Mural](#) which is also a whiteboard collaboration tool that offers a free 30 day trial period.
- Share in advance with the team the problem you wish to solve along with instructions on the rules of engagement including bringing energy, honesty, getting involved and being respectful of colleague's opinions.
- Enjoy the collaboration session



Screen-shot from Miro website

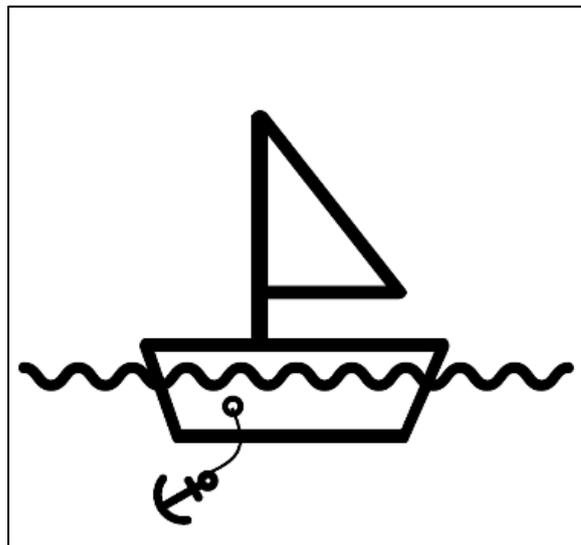
### Step 1: What's working? (10 minutes)

First draw a sailboat or download an icon online, it should have sails and an anchor – the sails represent positives and the anchor is what might not be working or what is holding you down.

Each person individually writes down everything they feel is working well at the moment in silence and without discussion. This can be anything that people are happy about and want to continue.

Each person then takes 1-2 minutes to explain - without questions other than to clarify content. This is then posted on the whiteboard in the sail area.

Thinking about the positive things first is really important as it makes the next step easier. If you start with negatives, the atmosphere can quickly turn to criticism and complaining, not problem solving.



### Step 2: Capture all the problems (5 minutes)

Each person, again individually, writes down their challenges, annoyances, mistakes or concerns with the chosen topic, again in silence without discussion.

This time though the facilitator includes an explanation, if required, to avoid any personal criticism or challenge. This is then posted on the whiteboard on the bottom or anchor half that's below the water.

Don't discuss as a group, let the notes speak for themselves.

### **Step 3: Prioritise problems (3 minutes)**

Everyone must now vote on the challenges they consider to be the most important to solve.

Give everyone three voting dots (it's easy to make these in the virtual whiteboard).

The voted problems are arranged in order of priority. Discard any with no votes.

### **Step 4: Reframe the problem as a challenge (3 minutes)**

Take the top voted problems and rewrite this as a standardised challenge - 'How Might We...'  
For Example - 'How Might We.....make sure everyone stays in the loop with all projects'?

It's important that your challenge isn't too broad that you will try to boil the ocean or too narrow that it becomes the solution.

The 'How Might We...' statement is a launch pad for the next stage.

### **Step 5: Ideate without discussion (6 minutes)**

In silence, each individual is then asked to write down multiple solutions to answer the 'How Might We...' challenge.

It's about volume - the more ideas the better.

Everyone then adds their ideas to the whiteboard, there's no presenting of ideas as this can create a bias towards the better presenters.

### **Step 6: Prioritise solutions (5 minutes)**

Everyone must now vote on the solutions they think best solves the challenge.

The voted solutions are then arranged in order of priority.

## Step 7: Decide which solutions to execute (10 minutes)

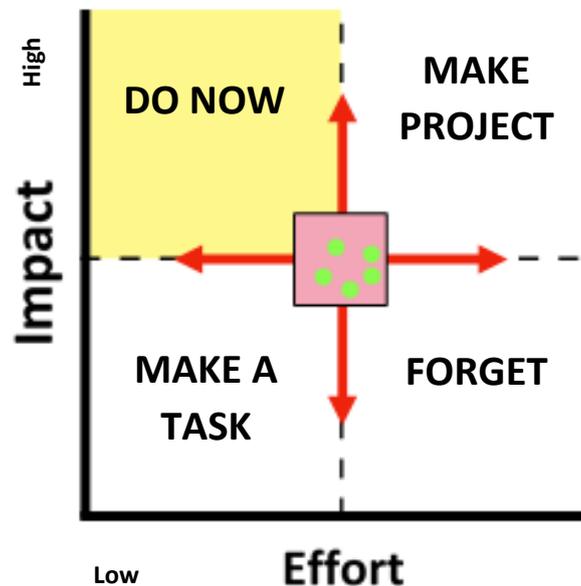
Using a 2X2 effort versus impact matrix, add the solutions that have more than one vote to the matrix. Whilst doing so, seeking agreement from the attendees over where to place them.

Start with one idea and ask the group if it's high or low effort, then impact.

Once you have the first idea on the matrix, you can then add the others using it as a reference point.

The intention is to focus on those items in the top left which are high impact/low effort.

Any high impact/high effort items should be turned into projects as they will require more time and resource to complete, so make sure you record these as well.



### Make the solutions actionable (5 minutes)

Take the solutions in the high impact/low effort quadrant and look to the individual who had the idea to explain it in more detail.

The group can then agree on up to three actionable steps to make the idea happen and a timeframe. It is important not to over-think or over discuss at this stage - the emphasis is about getting started and motivating.

The more practice you have with the Collaboration Sprint, the quicker you will get and you'll soon be able to deal with multiple problems in turn.

Rotating the role of facilitator will give everyone new facilitation skills and a confidence at online collaboration.

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