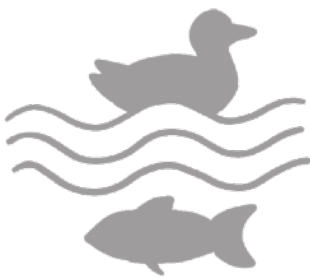


Our Collaborative Culture



Choose Your Approach

This toolkit involves both group discussion and individual reflections, in response to prompt cards.

The full version of this toolkit takes approximately 1.5 hours, but there are adaptations within the instructions to complete it in 30 minutes by pulling fewer cards from the prompt decks.

About this toolkit

The toolkit aims to facilitate a conversation as a way of introducing the world you inhabit to your collaborators and to be curious about each others' worlds.

What problem does it solve?

This toolkit is intended to help you establish common ground and shared understandings, so that you can explore what kind of project you are building together. You are invited to think about what conditions are needed in order for your project to thrive.

This toolkit might be helpful when:

You are beginning to establish a way of working together when planning a research project.

Credits

This toolkit was designed and illustrated by Hannah Mumby

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Introduction

This toolkit is intended to help you establish common ground and shared understandings, so that you can explore what kind of project you are building together.

It uses the metaphor of planets and meteors to explore the idea of building a new project world. You are invited to think about what conditions are needed in the new world that you are building, in order for your project to thrive.

You are about to create a world together - through having conversations in response to the questions in this toolkit, you will collectively build a new Project Planet.

This toolkit can be used to arrive at some 'to-dos' or actions, but it can also just be a way of getting to know each other. It may be useful for you to note down your observations as you go along - you can do this within the blank planet circle on the sheets provided, and/or on some note paper.

What you will need

Setup :

- gather in person with your project group, around a table.
- Print out the sheets included on the following pages and cut out the cards

What you should have in front of you:

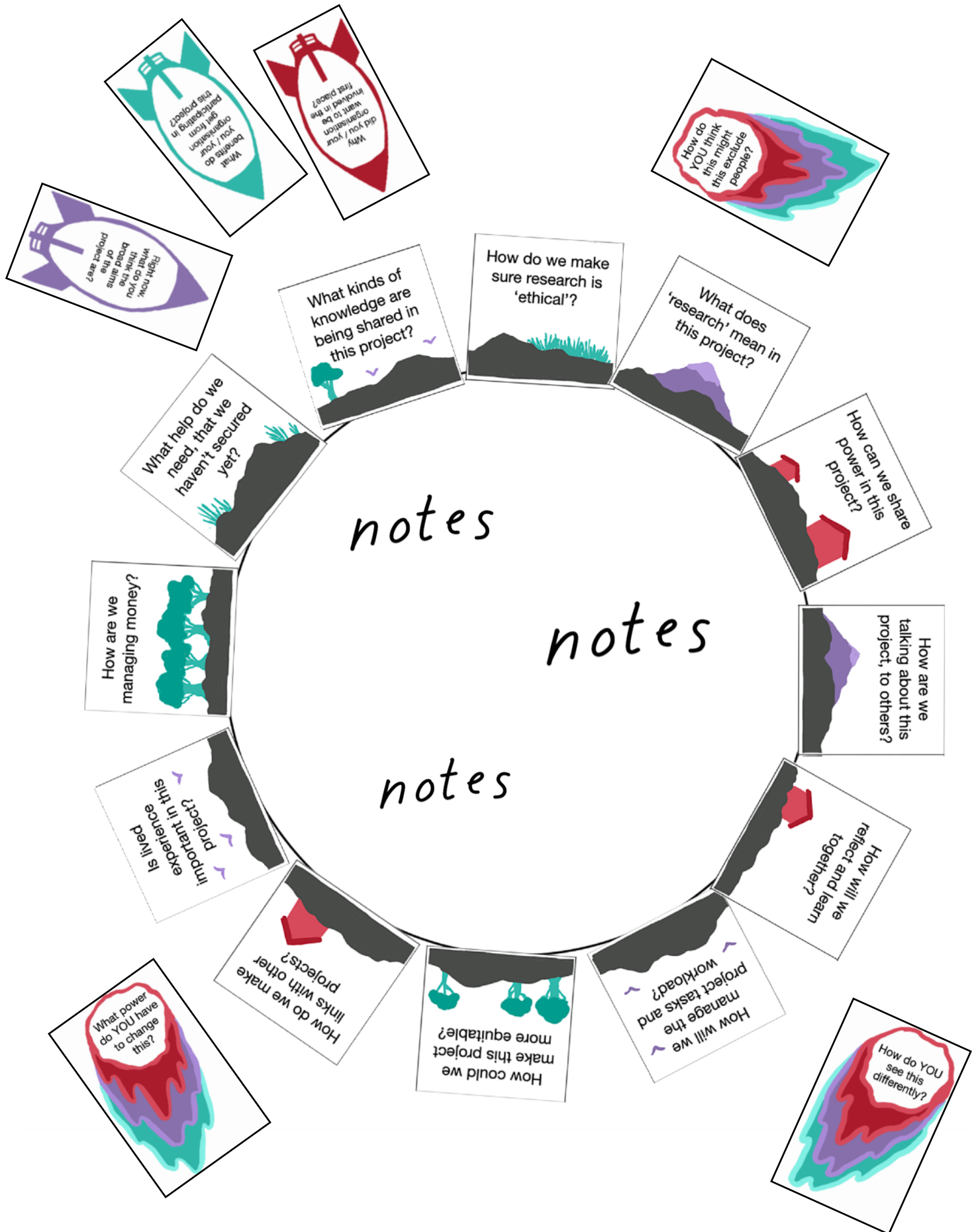
- 6 cards with rockets on the back
- 12 cards with planets on the back
- 9 cards with meteors on the back
- 1 printed circle sheet
- A notepad nearby just in case you need more space to note down observations (optional)
- A pen
- A timer (smartphone works fine)

The full version of this toolkit will take about 1.5 hours to use. We have also given some adapted instructions for running a shorter, 30-minute version if you have less time.

Printing Instructions

Print the toolkit on A4 paper, preferably in colour, double-sided.

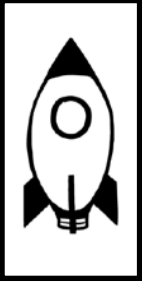

Here's an example of what your Planet might look like when you have placed all the cards down around the edge of the circle:



Here are some photos of what the toolkit might look like with all its parts laid out on a table:



Instructions

Full Version	Shorter Version
<p>SET UP</p> <p>Organise the cards into sets, based on the symbol on the back. Give each set a good shuffle and put them into stacks per set, face-down on the table.</p> <p>Put the circle sheet in the middle of the table - imagine that this is the outline of the Planet you will be creating, and around the edge is space.</p>	
<p>1</p>   <p>TRAVEL</p> <p>This is stage one - you will pull cards from the ROCKETS deck and answering the questions on the cards.</p> <p>The aim of this stage is to get a sense of the different backgrounds people are coming to the project from, in terms of their role within organisations, their motivations, aspirations and any constraints.</p> <p>The questions on the Rockets cards are to establish 'Why are we here, and where are we coming from?' (everyone in the group has a chance to give their own answer to each question in this stage).</p> <p>These questions should be answered by each person individually, rather than as a group.</p> <p>Individuals</p> <ol style="list-style-type: none">Pull the top card from the ROCKETS deck and lay it down on the table, face upGo around the group giving each person a chance to answer in turnLeave each rocket card on the table, somewhere in the area around the planet, after you've answered it.Keep pulling until you have used all the ROCKET cards. You should end up with a group of upturned rockets, imagine that these represent the collective journey to getting to the project from different places.	<p>Pull 3 Rocket cards in total (instead of all of them)</p>

2

PROJECT PLANET

Stage two - imagine everyone has now arrived at the project planet. Now that you are on this planet, what world are you building together?



Group

This stage involves pulling cards from the **PLANETS** deck, which has questions that **the group must collectively answer**.

It also involves pulling cards from the **METEOR** deck, which has questions that **people must answer one by one as individuals**.

You are about to create a world together - your conversations are building this new Project Planet. As you pull PLANET cards you will lay them down to see the new Planet you are creating together. **The space inside the Planet circle is for writing notes as you go.** You might think of these notes as the 'craters' left by meteors, or the structures you are building.



Individuals

1. **Pull the top card from the PLANETS deck and lay it face up so the shaded edge meets the outline of the planet circle.**
2. **SET A TIMER FOR 3 MINUTES: have a group conversation about the prompt on the card.**
The prompts invite you to discuss some principles that might influence the way you work together.
3. **WHEN THE TIMER GOES OFF: pull a METEOR card** from the nearby pile. The meteor card will bring in an additional prompt, that **each person is invited to *individually* respond to, in relation to the PLANET card you already pulled.** These Meteor prompts will help surface any important specific details, tensions and differences of opinion. Each person should answer the Meteor questions individually in turn.
4. Once everyone has answered, put the PLANET card in the middle of the table, and **shuffle the METEOR card back into the Meteor deck.**
5. **Pull a NEW PLANET CARD** for another **group discussion** (set the timer for 3 minutes again). Then pull an accompanying **METEOR** card for **people to answer one by one as individuals.**
6. Continue until you have used all the PLANET cards, laying the PLANET cards in the centre as you go.
7. Arrange the PLANET cards in a circle, with all the shaded bottom edges pointing to the centre - eventually this will form the outline of a planet.

Pull 5 Planet cards in total (rather than all of them).

If you don't have time to pull 5, aim for a minimum of 3 Planet Cards.

The process will take longer depending on how many people there are and whether you want to spend more time exploring a particularly fruitful question.

3



Group

ROUND UP



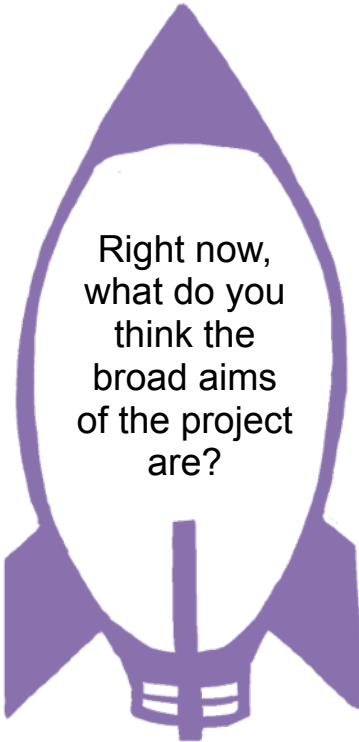
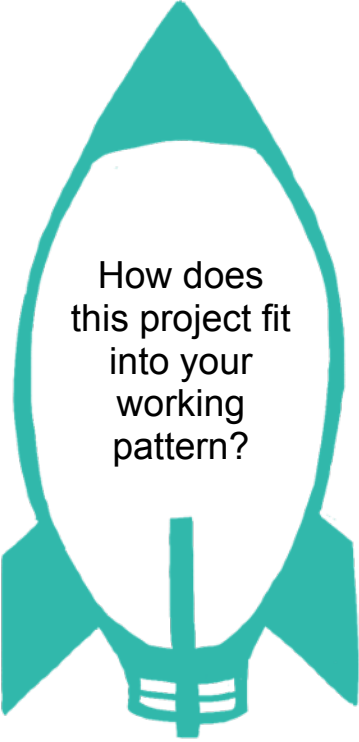


Once you have pulled all the PLANET cards and these are arranged in a circle, it's time to look back at the culture you have created together through conversation. If you like, you can give your project planet a name, based on the emerging principles of your culture!

Here are some follow up actions you can do, to return to the ideas that were surfaced in the exercise:

- Write notes about anything that feels important to capture, paying attention to areas that might want further discussion – perhaps organise a follow up conversation to focus on this.
- Take a picture of the cards on the table
- Pin the cards up, in their positions, on a noticeboard, to use as a visual reference for more conversations, OR print out the photo you took of the cards, and put this up on a board or wall
- Plan another session to go through this toolkit again – you will find that you pull meteors in a different order second time around, so the emphasis of the conversation might shift.

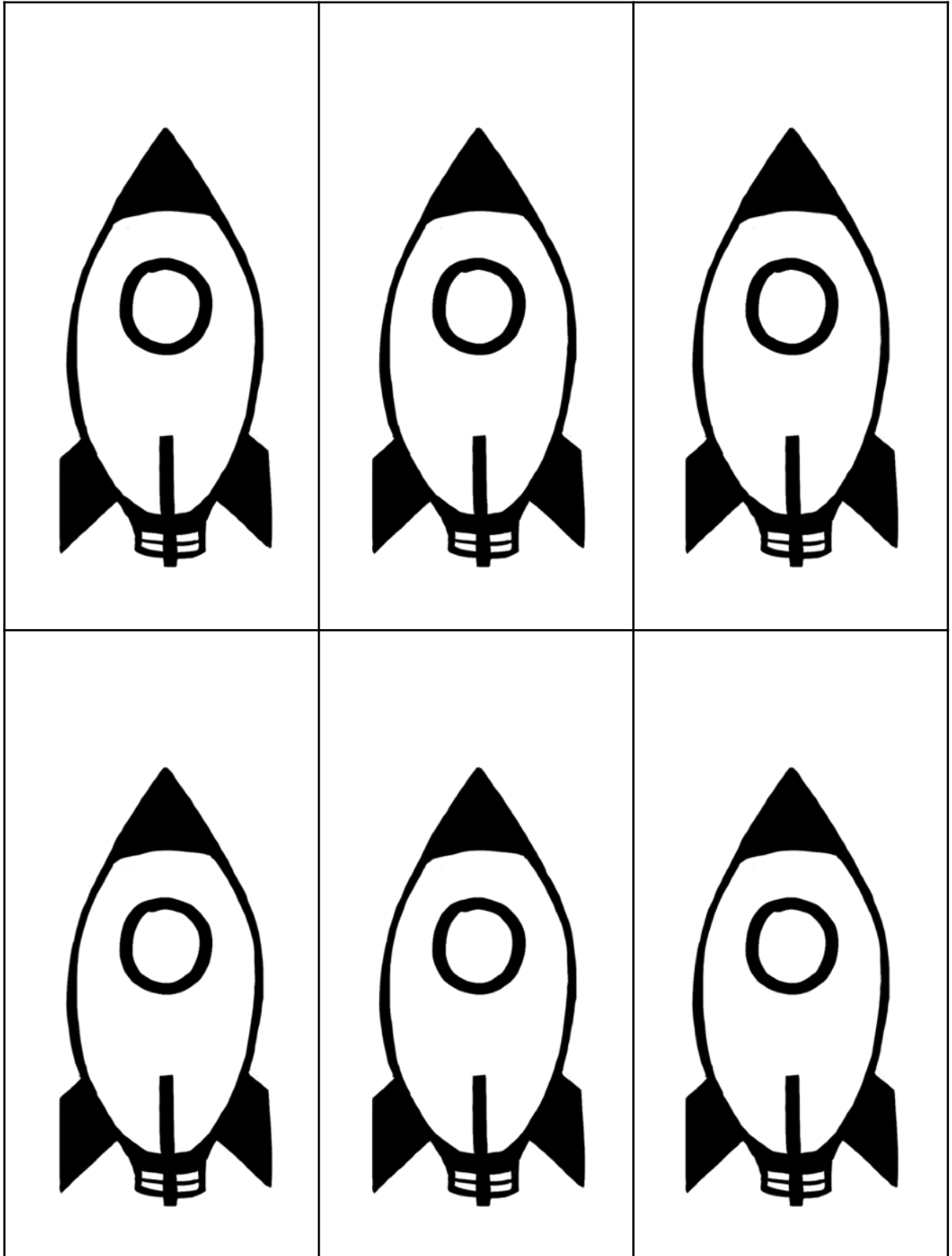
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FOR DOUBLE-SIDED PRINTING

ROCKET CARDS - FRONT













 <p>What benefits do you / your organisation get from participating in this project?</p>	 <p>Why did you / your organisation want to be involved in the first place?</p>	 <p>Right now, what do you think the broad aims of the project are?</p>
 <p>How does this project fit into your working pattern?</p>	 <p>What is the structure of your organisation? Do you report to anyone?</p>	 <p>What competing work demands are you dealing with, outside this project?</p>

Print and cut out along the black lines to separate the cards.

ROCKET CARDS - BACK

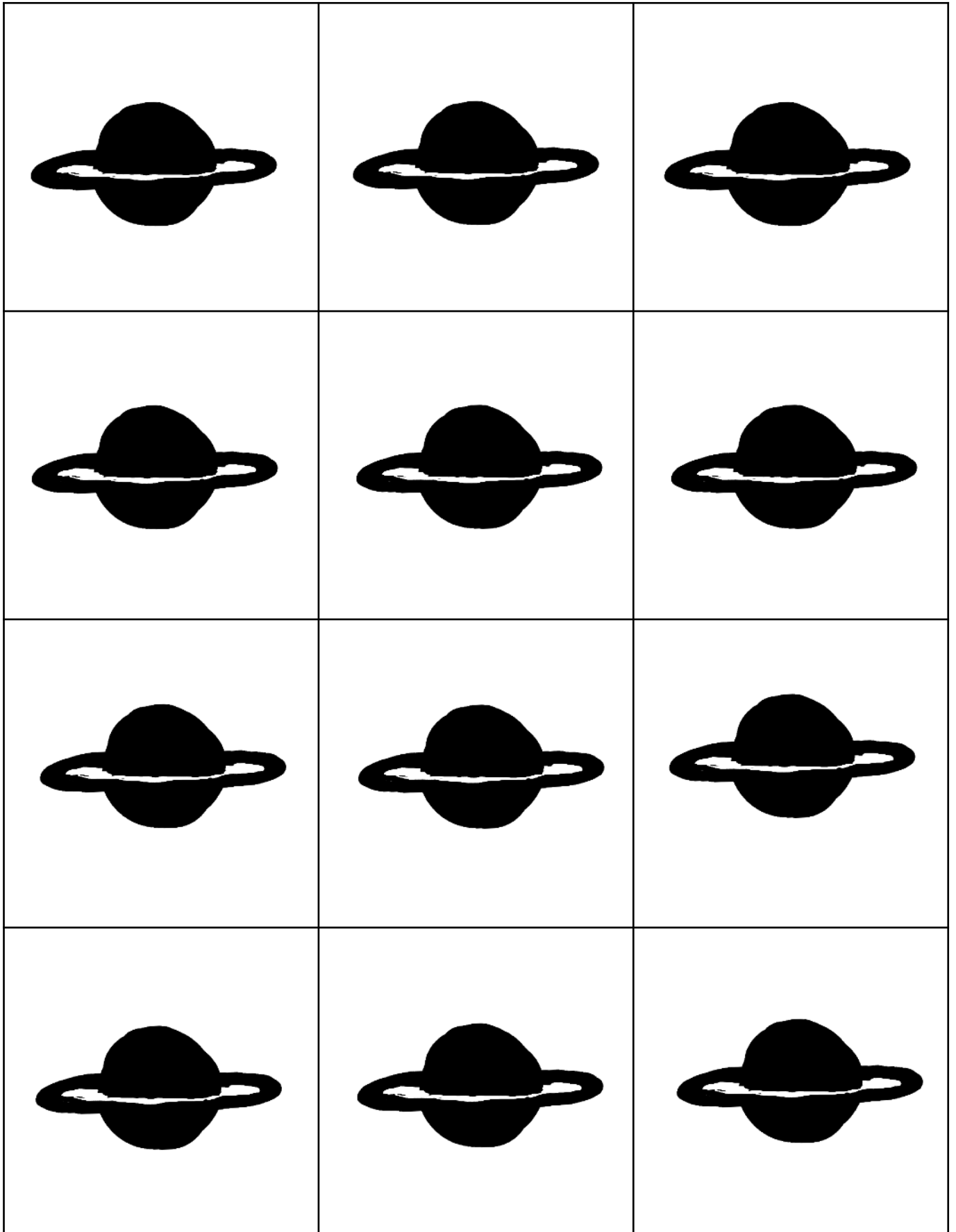


PLANET CARDS - FRONT

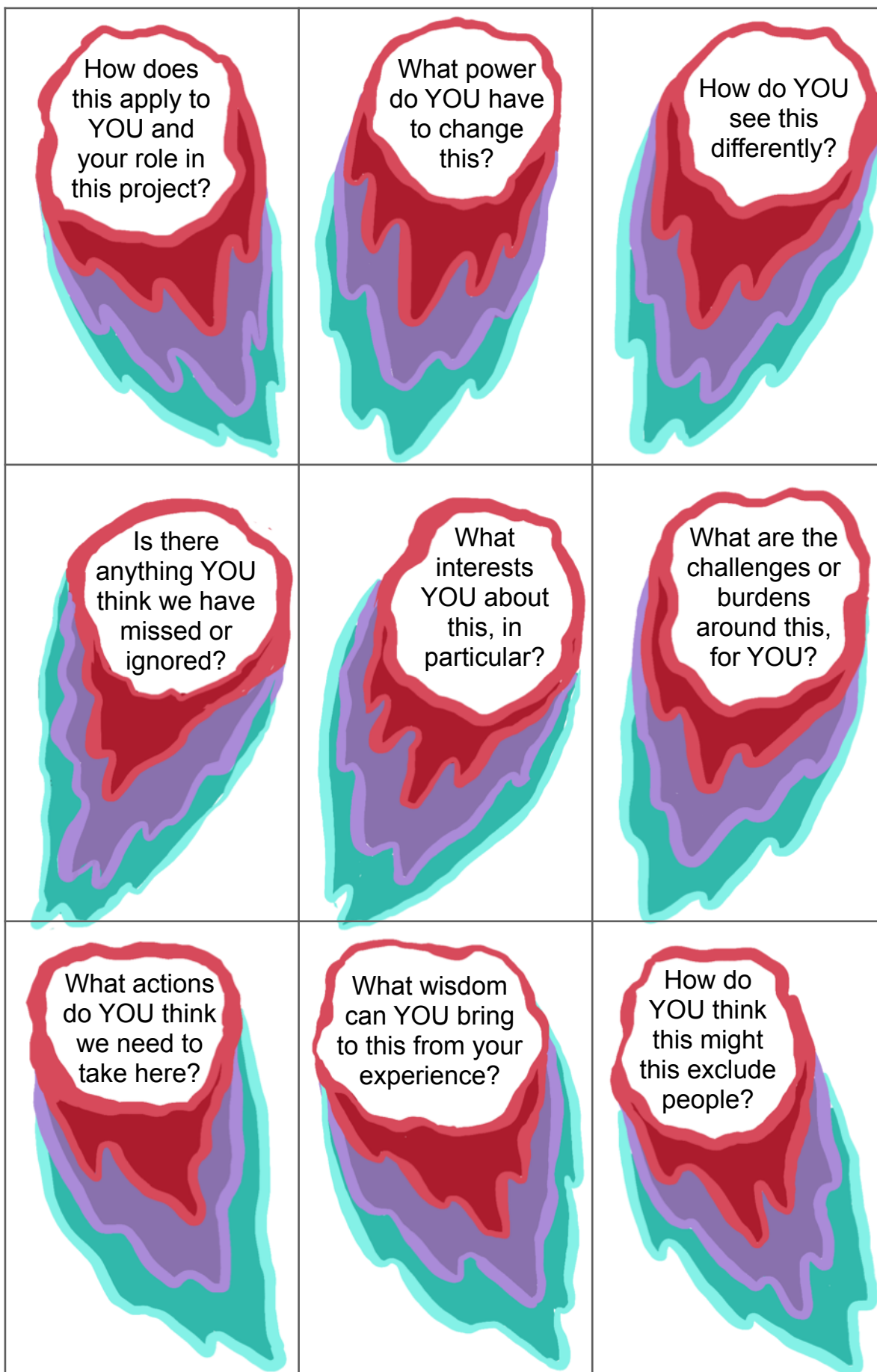
<p>How will we reflect and learn together?</p> 	<p>How could we make this project more equitable?</p> 	<p>How can we share power in this project?</p> 
<p>What does 'research' mean in this project?</p> 	<p>What kinds of knowledge are being shared in this project?</p> 	<p>How do we make sure research is 'ethical'?</p> 
<p>Is lived experience important in this project?</p> 	<p>How are we talking about this project, to others?</p> 	<p>How will we manage the project tasks and workload?</p> 
<p>How are we managing money?</p> 	<p>How do we make links with other projects?</p> 	<p>What help do we need, that we haven't secured yet?</p> 

Print and cut out along the black lines to separate the cards.

PLANET CARDS - BACK

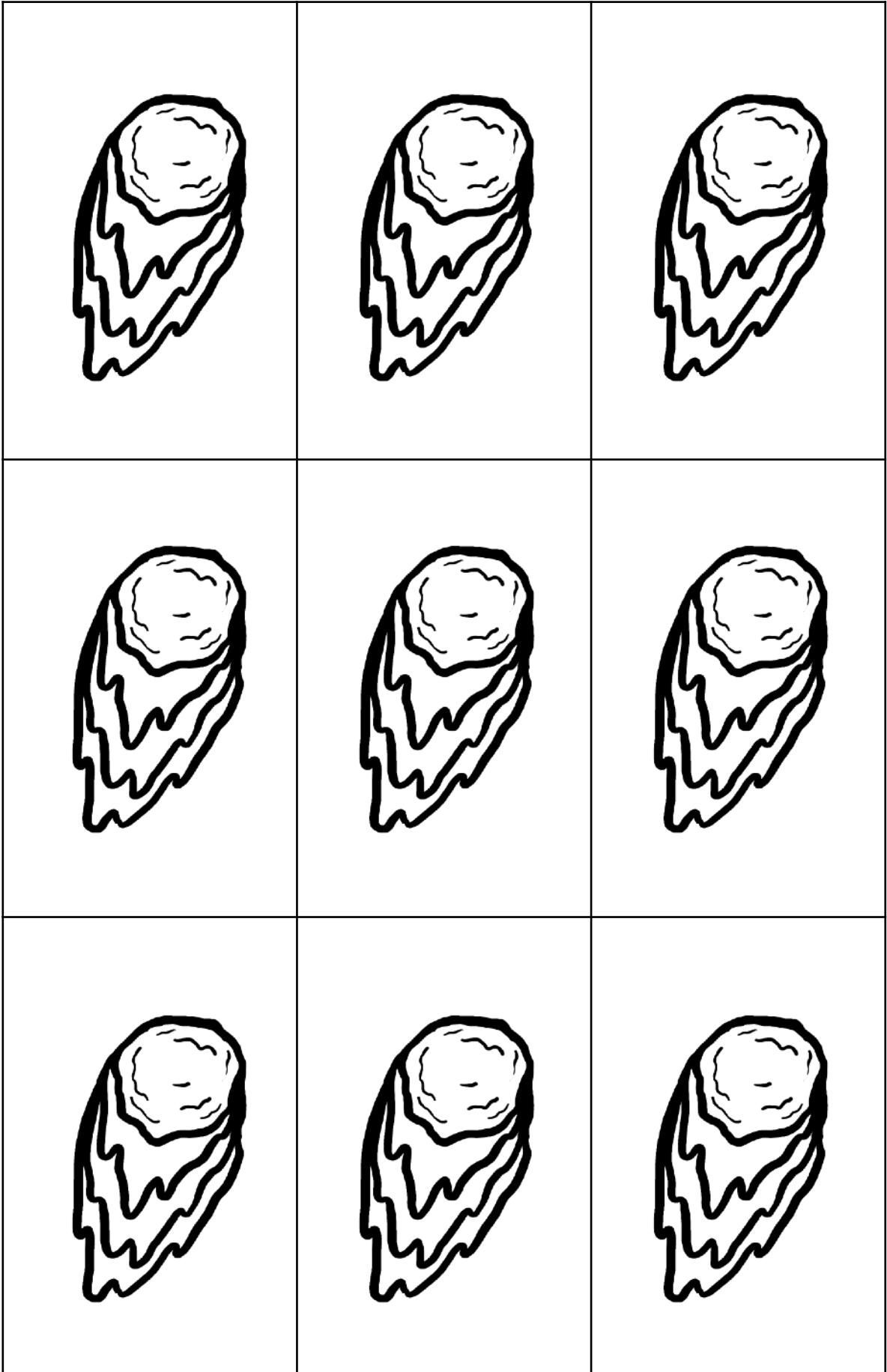


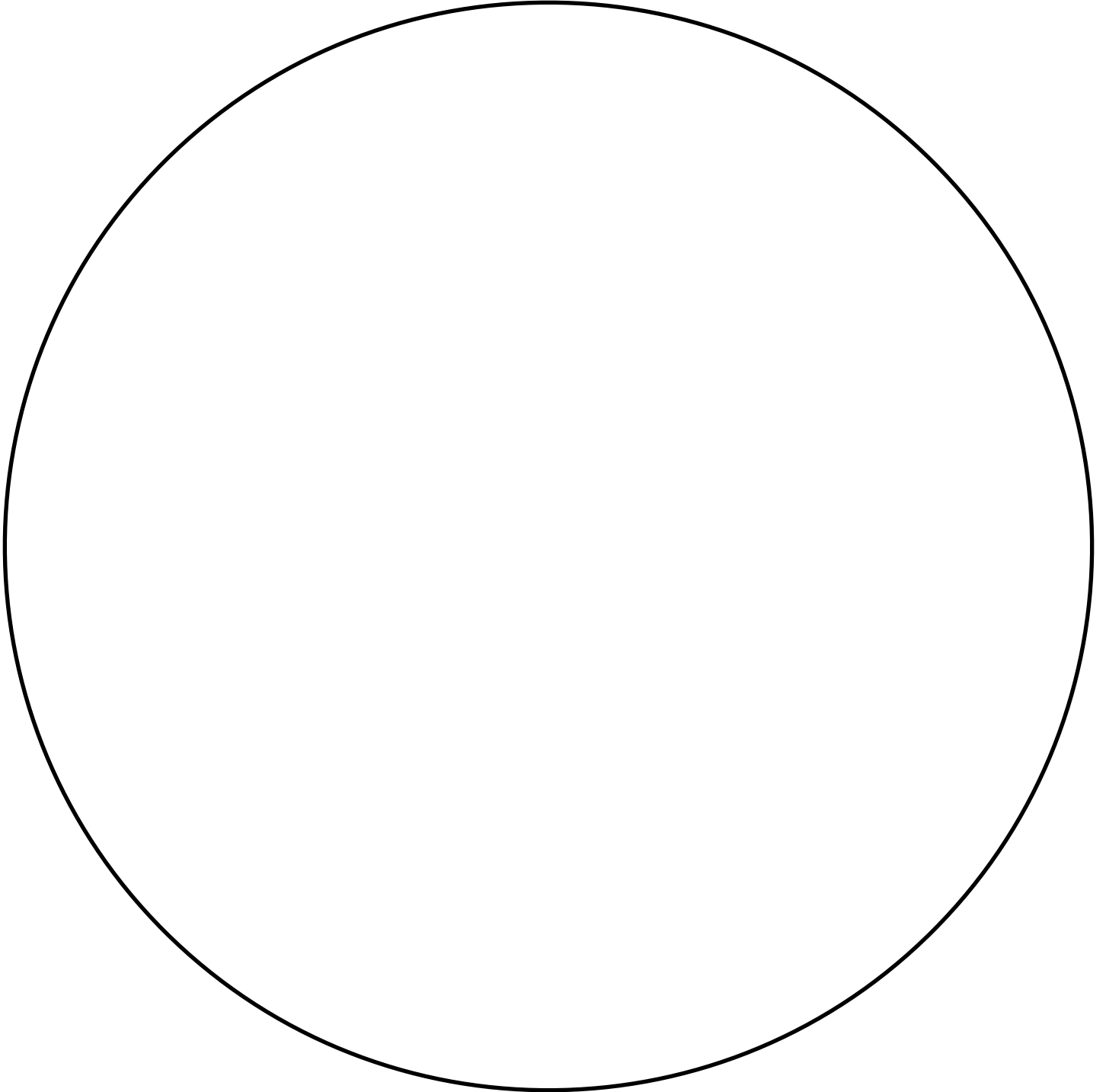
METEOR CARDS - FRONT



Print and cut out along the black lines to separate the cards.

METEOR CARDS - BACK





Print and cut out along the black line so that you have a white circle.