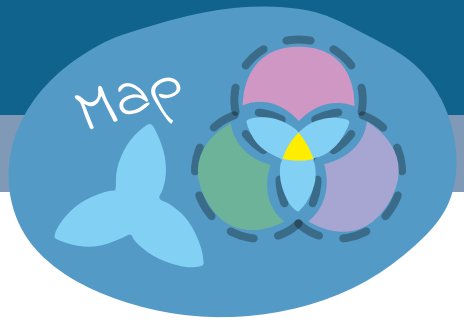
Identifying & Prioritising

Mapping out the work to be done!

ARTS IN MORAY

Identifying & Prioritising Work

Mapping the work to be done!



This section is about moving from theory to practice and mapping out an overview of the working topics involved in your project or initiative.

The aim is to support you to zoom in and out of the working topics you are managing, moving from a broad overview to a prioritised list. We will then zoom in again to create an expanded view of the priority topic you have selected to work with first.

In the next section, 'Move', we will work on your chosen topic, creating a goal and testing out a structured process for problem-solving and idea generation.

At the end of this section, you should have a holistic view of all the work relevant to moving forward with your project or initiative, a clear sense of your top priority working topic and an expanded view of the topic to help with your next steps.

Notice the working topics you are identifying sit within the framework you have created, which includes your values and the nature of your approach - keep this to hand and in your mind as you work on the more practical aspects of your project as it underpins all the work you do!

Top Tip!
These activities are about working spatially. Work on a wall or large sheet of paper, if possible, using the A4 canvases as a guide.

Activities

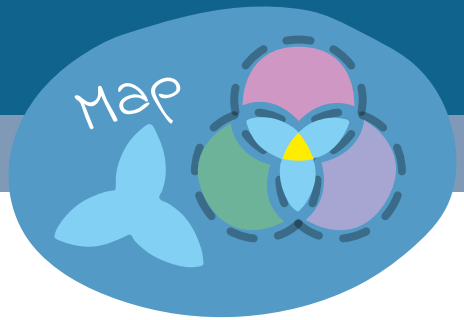
5. Identify working topics - Create a map of all the working topics related to your project

6. Prioritise working topics - turn your map into a list of categorised and prioritised working topics and select your top priority

7. Expanded view - Expand on your priority topic and reflect on how things are now and how you want them to be in the future

Identifying & Prioritising Work

Instruction Sheet for activities 5, 6 & 7



You will need:

- **Your completed approach framework in view**
- **Canvases 5, 6 & 7- Identifying working topics, Prioritising working topics & Expanded view**
- **Pen or pencil and small sticky notes (sticky notes are important for this one!)**
- **Space on a table, wall or large sheet of paper will be useful**
- **Sticky voting dots if working in a group**

60 mins

Step 1:
Gather the things you need and find a space to work. You will work through three canvases as you map your working topics; a wall is the ideal space for this!

Step 2:
On the **'Identifying working topics'** canvas, spend 5 mins in each area and write down as many relevant working topics as you can. Write on sticky notes and use one sticky note per topic - expand onto the wall or table or place the A4 template in the middle of a larger sheet of paper if needed. If you are in a group, do this together. Spend 5 mins writing topics individually but at the same time. Then, spend 2 mins at the end removing duplicates. Don't overthink the categories; they are only a guide!

Step 3:
Take a few mins to read all the topics and add any that are missing, then take 2 mins to move the topics across to the **'Prioritising working topics' canvas,** prioritising as you go by moving them around from the top to the bottom of the canvas. If you are in a group, do this together. Try working spatially at first and limiting discussion.

Step 4:
Take a short break, then come back and review the positions you have selected, making any necessary adjustments. If you are in a group, this is when any discussion can happen.

Step 5:
Select a single topic to be a priority topic for each of the three areas.

Step 6:
Now rank the top three priority areas and take the one ranked no.1 over to the **'Expanded view' canvas.** If working in a group, you can do this by using sticky voting dots, each voting on which topic you think is the top priority.

Step 7:
Write your priority topic at the top of the canvas and move through the circles, answering the questions as you go. If you are in a group, spend a few mins quietly writing notes individually before sharing these with the group.

Step 8:
Spend some time reflecting on where things stand now with the particular topic, how you would like them to be in the future and what other elements feed into this topic; this might include people, situations or support needed.

Step 9:
If you are in a group, The 'expanded view' canvas can be used to expand on the chosen topic through discussion. If you are working on your own, you might find it helpful to use the canvas as a starting point for a discussion with a supportive friend or coach.

Top Tip!
Add your top priority for each area on to your approach framework!

5. Identify working topics

Canvas

Name.....

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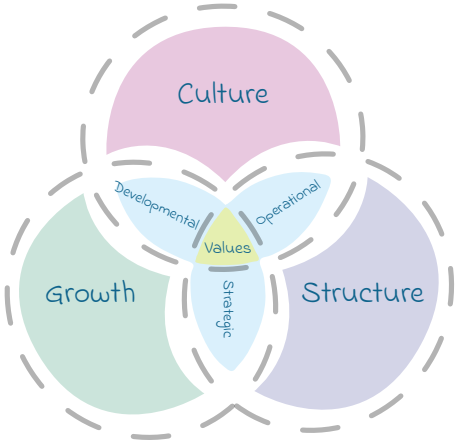
Developmental - Medium-term

EG. Topics related to training needs, equipment/resources, project funding, external relationships & collaborations.



Operational - Day-to-day

EG. Topics related to staff/co-workers, roles and responsibilities, contracts, communications.

Strategic - Long-term

EG. Topics related to larger/joint funding bids, partnerships, business plans, and long-term goals.

6. Prioritise working topics

Canvas

Name.....

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	Operational - Day-to-day	Developmental - Medium-term	Strategic - Long-term
Top Priority →			
Medium Priority →			
All other topics →			

7. Expanded view

Canvas

Name.....

Top Priority here

What does this topic look like now?

How would you like it to look in the future?

Which other perspectives could be useful related to this topic?

Who else should/could be involved?