

Setting aims, approaches & expectations	Characterising Communities	Requirement Capture	Options Evaluation	Detailed Design	Evaluation
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1. Title

Requirement Capture method

2. Purpose and scope

The purpose of this method statement is to describe the stage 2 of the co-design process – requirement capture. This is used to elicit values from the participants, explore the nexus space, bring out existing ideas for interventions and settle on a design space to work within, either during the workshop or through analysis of the workshop.

3. Procedures

3.1 Prepare Nexy tool materials and kit

3.1.1 Nexy tools are bespoke hexagonal tokens that allow workshop participants to explore the nexus by creating stories around resources. The tokens are open source and designed to circular economy principles. They are used in conjunction with location photos and magnetic boards. Participants use these tools in a workshop setting to construct their own nexus narratives.

3.1.2 The hexagonal blocks are cut from acrylic and stamped using re-usable rubber stamps and non-permanent ink. This means you can wipe off the image and replace it as necessary.

3.1.3 Use the [template for hexagonal laser cutting](#) of acrylic (90 x 60 cm)

3.1.4 Use A4 layouts for laser cutting and etching the rubber stamps. There are three layouts: [Layout 1](#), [Layout 2](#), [Layout 3](#). Drill magnets into the hexagonal acrylic and buy with metallic whiteboards to use with the tokens.

3.1.5 Create and print photographs of the location.

3.2 Workshop preparation

3.2.1 Use the results from your Characterising Communities process to inform the way you introduce the topics and tools. Use problems and values familiar to your community participants as a launching off point for the workshop.

3.2.2 Produce a [Workshop Plan](#) that specifies team members' roles, the workshop timetable broken down by activity and brief script for each activity.

3.2.3 Set a date, time, and location convenient for the community. Book appropriate facilities and refreshment. Book appropriate recording equipment or videographer to document the workshop

3.2.4 Hire a facilitator to deliver the workshop

3.2.5 For [Workshop Invitation](#), please refer to stage 1 characterising the community.

3.3 Workshop delivery

3.3.1 Plan the timing and activities to make the workshop enjoyable and convenient for the participants.

- 3.3.2 We recommend: keep it comfortable; make sure there are refreshments available; ensure the space is comfortable and large enough; keep to time; plan your workshop to be over a convenient time, and not over meal times; be flexible; don't be afraid to alter the workshop plan on the fly in response to how the workshop is going
- 3.3.3 Document the workshop. Each team member should produce Field Notes, photograph all outputs and photograph the workshop as it happens. Record (either audio or video) the workshop discussions

3.4 Workshop Analysis

- 3.4.1 Extract values from the values exercise at the start of the workshop. Transcribe the discussions, match discussions in your transcript to the relevant photographic documentation
- 3.4.2 For each phrase or line, identify the key points and annotate accordingly. You are looking for either nexus process(es) or values (either explicit or implicit) eg: building community, cleanliness
- 3.4.3 List: a) Values from first exercise b) progression of discussion in relation to nexus elements, and associated values
- 3.4.4 Use this to identify: opportunities for intervention in the nexus and matrix of values that need to be met by the design

4 Safety and responsibilities

This method should be applied with the involvement of community residents in the co-design process. Detailed information on how to get community residents involved can be found in stage 1 – characterising the community.

The key personnel involved in this stage includes team lead, workshop facilitator, community mediator, workshop evaluator.

5 Assessment

This stage generates project documentation and team reflections that should be used to evaluate the workshop. The evaluation principles and processes are detailed in stage 5. The principles are: equality of participation; quality of participation; effectiveness of procedures; stakeholder satisfaction; and value persistence. If following the workshop evaluation any areas of concern are raised, these should be addressed in the planning and running of the next workshops.

6 List of tools

- a. Template for hexagonal laser cutting
- b. Layout 1, 2 & 3
- c. Workshop plan
- d. Workshop Invitation
- e. Field Notes
- f. Opportunities for intervention
- g. Matrix of values

7 References and further reading/training

- Example workshop plan

https://meta.iilab.org/engineeringcomeshome/toolkit/blob/master/content/ECH_Workshop_1.pdf

- Example workshop analysis

https://meta.iilab.org/engineeringcomeshome/engineeringcomeshome/blob/master/Workshop1/workshop1_notes_kat.md