CIREI

AFFINITY MAPPING

ACTIVITY OBJECTIVES

This aims to produce structures that represent participants' internal models of how ideas interrelate and should work, as well as priorities and values.
These are used to specify requirements that guide the project's development stage.

HOW TO USE THIS DOCUMENT

This is a guide to help you understand the activity and ideas important to executing it. There is also a reference for use during the workshop, more focused on reminding you of relevant content and helping to keep things productive.

STEPS OF AFFINITY MAPPING

1 **Cluster** existing material

Items are placed into groupings - 'clusters' - which make sense to participants. These clusters **should not be labeled yet**, as that will impose restrictions on how later items are added.

2 **Label** clusters

Once all items are in clusters, participants should give those clusters names. Memberships can change, and clusters are mutable, but the focus should be on clarifying why the memberships made sense even without explicit names.

3 **Explain** relationships

Likely as a continuation of conversations earlier in the activity, discuss relationships between clusters and define larger structures in the system. Causal connections, dependencies, similarities and distinctions are all useful.

Examples of the actions taken during each step are included on the second page

MOSCOW METHOD

MOSCOW is a method for prioritising ideas and their importance to the end result's purpose - feature ideas are more useful and workable if contextualised with this system.

Must-haves - Critical
Ideas that are fundamental to the system's core functionality.
Features without which the system would lack its primary purpose.

Should-haves - Important but Not Critical
Features that are significant but not indispensable.
Elements that enhance the system's value but can be deferred.

Could-haves - Desirable
Add value but are not crucial for the system's basic functionality.
Innovative or supplemental features that enhance user experience.

Won't-haves (this time) - Outside Current Scope
Fall outside the project's current scope or constraints.
While interesting, won't be addressed in the current iteration.

REQUIREMENTS - TYPES AND EXAMPLES

We need to look for these, get elaborations on and prioritise them using MOSCOW.

Functional

What does the end-product do? Often structures and processes.

Non-exhaustive list of requirements and examples included

Requirement	Examples
User Roles	Resident vs Carer vs Medical Expert
Input/Output	Smartphone, Voice Control, Notifications, Sound Alerts
Data Flow/Structure	Task Handling, Data Objects, Backup
External Integration	APIs, Databases
Analysis	Dashboard, ML Capabilities
Error Handling	Informing User, Contacting Support, Recovery
User Navigation	Hierarchy, Arrangement of Different Functions

Non-Functional

How does the end-product do things? Often qualities, or external.

Non-exhaustive list of requirements and examples included

Requirement	Examples
Software Interfacing	External Entities, Devices
Hardware Interfacing	Power, Connections, Transceiver Modules
Control	Touch Screen Difficulties, Voice Commands, Physical Buttons
Accessibility	High-Contrast Interface, Fonts, Screen Reader Compatibility
Reliability	Uptime Percentage, Points of Failure, Mitigation Strategies
Regulatory Adherence	Legal Requirements, Data Protection
Performance	Latency, Power Consumption, Compared to Costs

TIMING SUGGESTIONS

CLUSTERING - 15 MINS

LABELLING - 5 MINS

EXPLAINING - 10 MINS

ENCOURAGE THESE ACTIONS

CLUSTER

- Group up related ideas
- Split larger clusters up
- Merge smaller ones
- Reparent material

LABEL

- Discuss what constitutes membership to each cluster
- Continue reparenting items if necessary
- Consider adding new notes that capture important membership information
- Decompose clusters into smaller sub-clusters

EXPLAIN

- Causal relationships; does X cause Y, or Y resolve Z?
- Intersections and overlaps; how are X and Y similar, and why are they still distinct?
- Dependencies; do solutions in X require that Y is resolved first?
- Sub-clusters; what smaller groups exist in X, and why are they still both in X?

GENERAL FACILITATOR ADVICE

1. Give prompts and encouragement to help participants express ideas clearly.
2. Ask for elaboration and lightly probe about the decisions made
3. Do not give criticism, overt or implied.
4. Retain a neutral tone and affiliation.
5. Ensure that all voices are heard; encourage activity from quieter and shyer participants, even if they are not directly leading a particular discussion they can still write, nonverbally agree or disagree to questions, etc.
6. Be careful of letting dominant voices get too strong; maintaining a collaborative atmosphere and mood can help make redirecting power dynamics less adversarial.
7. Your goal is to facilitate the participants' involvement, not contribute ideas.

MOSCOW - PRIORITISE IDEAS LIKE THIS

Must-haves ⟷ Critical

Should-haves ⟷ Important

Could-haves ⟷ Desirable

Won't-haves ⟷ Outside Scope

REQUIREMENTS - LOOK FOR THESE

Functional WHAT?	**Non-functional** HOW?
User Roles	Software Interfacing
Input/Output	Hardware Interfacing
Data Flow, Architecture	Control
External Integration	Accessibility
Analysis	Reliability
Error Handling	Regulatory Adherence
User Navigation	Performance

IF YOU DEVIATE FROM GUIDELINES, PLEASE DOCUMENT IT HERE