

Get your to-do list under control. Discuss and rank each item by its importance, using a bullseye as a helpful physical constraint: not everything can fit in the center, so not everything can be a priority.

- (L) 15 minutes to prepare
- 1 hour to collaborate
- **1-8 people** recommended

Created in partnership with LUMA INSTITUTE



Before you collaborate

A little bit of preparation goes a long way with this session. Here's what you need to do to get going.

- ① 15 minutes
- Choose a topic or project Narrow your focus to a single topic or project. Ideally, choose a well-defined project with many unfinished and unprioritized action items. Write the topic in Step 1.
- Determine where tasks will come from You could generate tasks with your group, as described in Step 1 of the template. Alternatively, you could populate the task list in advance. In either case, aim for somewhere between 25-50 tasks.
- Update the bullseye labels
- Look at how the bullseye is labeled in Step 2 and make sure it is a good fit for your situation. Update the labels as needed. For example, some teams prefer to use the labels Must, Should, Could, and Won't.
- Invite collaborators
 - This template is best with a cross-disciplinary group of people who are familiar with at least some of the nuances of how these tasks will get done.



List tasks to prioritize

As a group, quickly list tasks you think should be prioritized. You're not making commitments, just listing possibilities.

① 15 minutes

TOPIC / PROJECT DESIGN THINKING IN SMART CITIES

Choose a note-taker to write potential tasks as they are mentioned. Alternatively, write tasks from your existing backlog rather than coming up with them on the fly. If you use **Jira**, you can paste Jira links and they will magically become sticky notes.

Conduct research and engage with citizens to understand their needs, challenges, and aspirations in urban living.	Analyze the collected data to define specific problem areas and opportunities for improvement within the city.	Brainstorm creative and innovative solutions to address the identified problems and capitalize on the opportunities.	Develop prototypes of the proposed solutions to visualize and test their feasibility, usability, and impact.
Gather feedback from stakeholders and test the prototypes in real-world scenarios to evaluate their effectiveness and iterate accordingly.	Roll out the finalized solutions, integrating them into the city infrastructure and ensuring seamless deployment.	Roll out the finalized solutions, integrating them into the city infrastructure and ensuring seamless deployment.	Use feedback from monitoring and ongoing community engagement to refine and enhance existing solutions or develop new ones as needed.
Educate and engage citizens on the benefits of smart city technologies and practices, fostering widespread adoption and participation.	Foster collaboration among government agencies, private sector partners, academic institutions, and community organizations to co-create and implement smart city solutions.	Conduct assessments to ensure that smart city solutions are accessible and inclusive for all members of the community, including those with disabilities or special needs.	Evaluate the environmental impact of smart city solutions, including factors such as energy consumption, waste generation, and greenhouse gas emissions.
Develop strategies to enhance the resilience of cities to natural disasters, climate change, and other shocks and stresses, integrating smart technologies where applicable.	Consider the cultural context and heritage of the community when designing and implementing smart city solutions, ensuring they respect and enhance local identity and traditions.	Develop and update policy frameworks and regulatory mechanisms to support the implementation of smart city solutions while addressing legal and ethical considerations.	Bridge the digital divide by ensuring equitable access to technology and digital services for all members of the community, regardless of income, education, or background.
Organize regular forums or town hall meetings to engage with various stakeholders, including citizens, businesses, non-profit organizations, and government agencies, to gather feedback and foster collaboration.	Evaluate the outcomes of pilot projects to assess their success and identify lessons learned for scaling up or replicating similar initiatives in other parts of the city.	Facilitate workshops or visioning sessions to develop long-term strategies and goals for smart city development, involving key stakeholders in defining the city's future direction.	Conduct research on international best practices and case studies in smart city development to gain insights and inspiration for local initiatives.
Support community-led art and beautification projects that enhance the aesthetic appeal of public spaces and contribute to a sense of pride and belonging among residents.	Host workshops and focus groups with community members to gather input and co-create solutions for specific smart city projects, ensuring that local perspectives are incorporated into the design process.	Commission and install public art installations and murals that beautify urban spaces and contribute to the cultural vibrancy of the city.	Organize hackathons and innovation challenges to engage technologists, entrepreneurs, and creative professionals in developing new solutions to urban challenges using open data and digital technologies.
Establish awards and recognition programs to celebrate exemplary smart city projects and initiatives, highlighting best practices and encouraging peer learning and emulation.	Support initiatives to preserve and promote the historical heritage and architectural heritage of the city, including restoration projects, heritage trails, and cultural heritage festivals.	Launch campaigns and initiatives to promote sustainable transportation modes such as walking, cycling, and public transit, encouraging residents to reduce reliance on private cars and mitigate traffic congestion and air pollution.	Map community assets and resources, including physical infrastructure, social networks, and cultural institutions, to identify strengths and opportunities for collaboration in smart city planning and implementation.

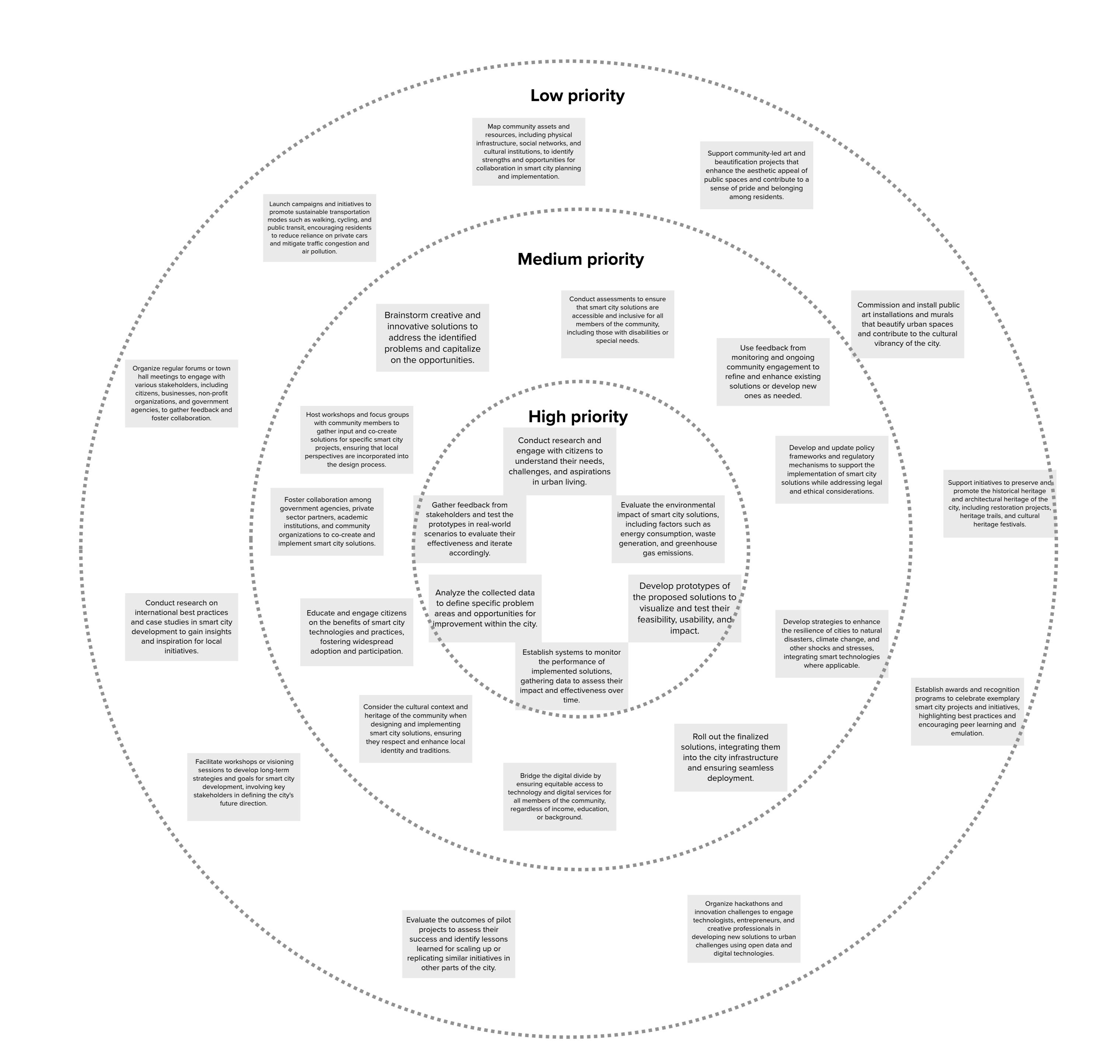


Discuss and rank each task

Review tasks one-by-one, adding the to the bullseye as you go. Cluster similar or related tasks into wedges around the bullseye. Color-code tasks by theme, project, or person responsible.

① 40 minutes

Not a priority





After you collaborate

With the relative priority of tasks clear, there are some useful ways to keep your momentum going.

Quick add-ons

Vote on the most important theme

Look at the wedges within your bullseye and start a Voting session to decide which theme is most deserving of the team's attention right now.

Assign action items

Before everyone goes their separate ways, assign a few tasks to each person depending on their role and skillset.

Keep moving forward



Co-create ways to solve a problem Try this template if you're not sure how to approach



Formalize and explain an idea Transform one of your important tasks into a clear concept that can be shared for feedback.



Map project stakeholders Choose a task from the center ring. Make a map of who would work on it and be affected by it.

