# Gemini on System 5 activity

Of course. This is an excellent leadership initiative. Proactively shaping your team's identity from the inside out builds ownership, clarifies purpose, and provides you with a unified voice when communicating with leadership and advisory bodies.

Here is a detailed 3.5-hour workshop plan designed to achieve your goals. It builds directly on your ideas and structures them within a facilitated session aimed at producing actionable insights.

**Workshop Plan: Forging the System 5 Identity**

**Objective:** To develop a shared understanding of the System 5 team's core identity, character, and purpose, generating foundational material for Mission, Vision, and Values statements and practical governance tools.

**Duration:** 3 hours, 30 minutes

**Participants:** The System 5 Team

**Facilitator:** You (as the team lead)

**Materials:**

* Large whiteboard or several flip chart pages
* Sticky notes (at least two different colors)
* Markers/Sharpies for all participants
* Dot stickers for voting
* A clock or timer

**Agenda (210 Minutes Total)**

| Time | Duration | Activity | Purpose |
| --- | --- | --- | --- |
| 0:00 | 15 min | **1. Welcome & Setting the Stage** | Align on the workshop's purpose and create a sense of shared ownership. |
| 0:15 | 60 min | **2. Activity I: Defining Our Character** | Brainstorm the desired attributes of System 5's work (your first idea). |
| 1:15 | 15 min | **Coffee & Bio Break** | Recharge and informal discussion. |
| 1:30 | 60 min | **3. Activity II: Defining Our Impact** | Brainstorm the desired long-term effects of System 5 (your second idea). |
| 2:30 | 45 min | **4. Synthesis: Connecting Character to Impact** | Bridge the gap between the "what" and the "why" to find the seeds of Mission, Vision, and Values. |
| 3:15 | 15 min | **5. Wrap-up & Next Steps** | Solidify commitments and outline the path to formalizing the outputs. |

**Detailed Activity Breakdown**

**1. Welcome & Setting the Stage (15 minutes)**

* **(5 min) Opening Remarks:** Welcome the team. State the purpose of the session clearly.
  + *Example script:* "Thank you all for being here. The purpose of today is to work together to forge a shared understanding of who we are as the System 5 team. As our advisory committee is still forming, we have a unique opportunity to proactively define our identity, rather than having it defined for us. The work we do here will directly inform our briefs to the director and committee and will become the foundation for our official Mission, Vision, and Values."
* **(5 min) The "Why":** Briefly explain the strategic importance. Emphasize that a clear identity helps in:
  + Making consistent decisions.
  + Communicating our value effectively.
  + Guiding how we select and prioritize projects (mentioning the proposal scoring rubric as a concrete example).
* **(5 min) Agenda Overview:** Walk through the agenda for the next ~3 hours so everyone knows what to expect.

**2. Activity I: Defining Our Character (60 minutes)**

This activity addresses your goal of brainstorming adjectives and descriptors.

* **(5 min) The Prompt:** Frame the question clearly.
  + "Imagine it’s a year from now. Our key stakeholders—the director, the advisory committee, our end-users—are talking about a product or deliverable from System 5. **What single-word adjectives or short descriptive phrases do we want them to use?**"
* **(10 min) Silent Brainstorming:**
  + Give everyone a stack of sticky notes (e.g., yellow) and a marker.
  + Ask them to individually and silently write down as many adjectives or descriptors as they can think of, one idea per note. This prevents groupthink and allows introverts to contribute fully.
* **(25 min) Share & Affinity Map:**
  + Go around the room, with each person sharing one sticky note at a time. They read it aloud and place it on the whiteboard.
  + As the facilitator, your job is to group similar ideas together. For example, "rigorous," "thorough," and "evidence-based" would form a cluster. "Innovative," "cutting-edge," and "novel" would form another. This is called affinity mapping. Don't name the clusters yet, just group them intuitively.
* **(15 min) Naming the Themes & Prioritizing:**
  + As a group, look at the clusters. Ask: "What is the core theme or value that this group of words represents?" Write the theme name above each cluster (e.g., "Scientific Rigor," "Innovation," "User-Centric," "Clarity," "Actionable").
  + Give each team member 3-5 dot stickers. Ask them to vote on the themes they believe are most critical to System 5's identity. This provides a quick, visual sense of priority.

**3. Activity II: Defining Our Impact (60 minutes)**

This activity addresses your goal of thinking about the desired impact of your products.

* **(5 min) The Prompt:** Frame the next question, shifting from *how* our work is perceived to *what* it achieves.
  + "Now let's project further into the future. It’s five years from now, and System 5 has been wildly successful beyond our expectations. **What is the tangible impact we have made? What has changed in the world because of our work?** Think about our users, our organization, and our broader field."
* **(15 min) The "Future Press Release" Exercise:**
  + Ask each person (or in pairs) to write a headline and the first paragraph of a press release or news article from the future (e.g., July 2030) announcing a major achievement of System 5. This creative constraint encourages concrete, impact-oriented thinking.
* **(30 min) Share & Extract Key Impacts:**
  + Have each person or pair read their headline and paragraph aloud.
  + On a new whiteboard/flip chart, capture the key impact statements and verbs. Listen for outcomes.
  + *Examples you might capture:* "Enabled researchers to cut discovery time by 50%," "Became the gold standard for [X]," "Democratized access to complex data," "Informed a major policy shift," "Generated a new $10M revenue stream."
* **(10 min) Discussion:** Discuss the patterns. Are our envisioned impacts primarily about efficiency, discovery, reputation, or something else?

**4. Synthesis: Connecting Character to Impact (45 minutes)**

This is the most crucial part of the workshop. Here you connect the two activities to build the foundation for your Mission, Vision, and Values.

* **(15 min) The "How" and the "Why" (Finding the Values & Mission):**
  + Place the two sets of outputs (the "Character" themes and the "Impact" statements) side-by-side.
  + Ask the group: **"How do our chosen Characteristics (Activity 1) enable us to achieve these Impacts (Activity 2)?"**
  + Draw lines connecting them. For example: "Our commitment to **'Scientific Rigor'** is what allows us to become the **'Gold Standard'**." "Being **'User-Centric'** is how we **'Democratize Access'**."
  + The "Character" themes you prioritized are the seeds of your **Values**. The link between character and impact is the seed of your **Mission** (our purpose/what we do).
* **(15 min) The "What" and the "Where" (Finding the Vision):**
  + Ask the group to look at the "Impact" board.
  + Ask: **"If we achieve all of this, what does the future look like? Describe the world we will have helped create."**
  + This description of a future state is the seed of your **Vision** statement. Capture the key phrases and ideas on a new flip chart titled "Vision Elements."
* **(15 min) From Concepts to a Rubric:**
  + Bring it to a practical level. Ask: **"If these are our values and desired impacts, what criteria should we use to judge a new research proposal? How would we score it?"**
  + Quickly brainstorm 3-5 potential scoring criteria based on the day's work.
  + *Examples:*
    - **Alignment with Impact:** How well does this proposal advance our goal of [key impact]? (Scale 1-5)
    - **Demonstration of Rigor:** Does the methodology reflect our value of [Scientific Rigor]? (Scale 1-5)
    - **Potential for Innovation:** Does this project push boundaries in line with our value of [Innovation]? (Scale 1-5)

**5. Wrap-up & Next Steps (15 minutes)**

* **(5 min) Summary & Appreciation:**
  + Quickly summarize the key outputs: the prioritized character themes (Values), the core impact statements (Mission), and the future state description (Vision).
  + Thank the team for their focus, creativity, and honesty. Acknowledge that defining an identity is challenging but essential work.
* **(10 min) Action Plan & Ownership:**
  + Clearly state what will happen next. This is critical for maintaining momentum.
  + "My commitment to you is to take these incredible raw materials and synthesize them into a 'Version 1.0' draft of our Mission, Vision, and Values statements, as well as a draft proposal rubric. I will share that with you all by [date] for review."
  + "Following that, we will establish small workstreams to refine these documents. This will be the formal brief we present to the director and the advisory committee. You all built this today, and you will be co-authors of the final product."
  + Open the floor for any final reflections or questions. End on time.

# Deliverables, action items, and next steps

Excellent question. The success of a workshop like this is measured by what happens *after* everyone leaves the room. Capitalizing on the energy and consensus is critical. Moving from internal alignment to securing external support requires a deliberate, phased approach.

Here is a roadmap of next steps and concrete deliverables that will help you maintain momentum and translate your team's work into tangible support from your director and the advisory committee.

### Roadmap: From Internal Consensus to External Enrollment

This plan is broken into three phases: Immediate synthesis, development of key assets, and strategic engagement.

#### Phase 1: Immediate Follow-Up (The First Week: July 21-25, 2025)

Your goal here is to capture the energy and assure the team their work was valuable.

* **Deliverable 1: Workshop Synthesis Document.**
  + **Action:** Immediately after the workshop, synthesize all the raw materials (photos of whiteboards, sticky notes, key phrases from discussions) into a single, organized document. This is your "source of truth."
  + **Purpose:** To create a clean, comprehensive record before the details fade.
* **Deliverable 2: Team Follow-up Email.**
  + **Action:** Send an email to the team within 48 hours. Attach the synthesis document. Thank them again and explicitly state the next steps you've outlined below.
  + **Purpose:** To validate their contribution, maintain transparency, and show that the process is already moving forward.

#### Phase 2: Asset Development (Weeks 2-4: July 28 - August 15, 2025)

This is where you and the team transform the raw ideas into polished, strategic assets. You can assign leads or small working groups for each of these to build ownership.

* **Deliverable 3: Formal Mission, Vision, and Values (MVV) Statements (V1.0).**
  + **What it is:** A one-page document containing the carefully wordsmithed, final statements.
    - **Mission (The What & Why):** A concise statement of your team's core purpose, linking your character to your impact. *e.g., "To empower [audience] by creating [adjective] products that achieve [impact]."*
    - **Vision (The Where):** An inspiring, future-focused statement describing the world you want to create. *e.g., "A future where [field] is transformed through accessible, rigorous, and innovative insights from System 5."*
    - **Values (The How):** 3-5 core principles that guide your behaviors and decisions (e.g., "Commitment to Rigor," "Bold Innovation," "User-Centric Partnership").
  + **Purpose:** This is the foundational document that all other communications will be built upon.
* **Deliverable 4: The System 5 Proposal Scoring Rubric (V1.0).**
  + **What it is:** A practical grid or table that operationalizes your values. The criteria are your values, and the scoring levels are clearly defined.
  + Example Structure:

| Criterion | 1 (Does Not Meet) | 3 (Meets Standard) | 5 (Exceeds / Exemplary) | Score |

| :--- | :--- | :--- | :--- | :--- |

| Strategic Impact | Proposal has limited connection to our core Mission & Vision. | Proposal clearly aligns with a key aspect of our Mission. | Proposal has potential to be a landmark project for achieving our Vision. | |

| Scientific Rigor | Methodology has unaddressed gaps or concerns. | Methodology is sound, defensible, and meets field standards. | Methodology is exceptionally robust and may establish a new best practice. | |

| Innovation | Relies on established methods with no novel application. | Applies existing methods in a new way or explores a novel question. | Proposes a truly novel approach that could create a breakthrough. | |

* + **Purpose:** To ensure objective, value-aligned project selection; to demonstrate to the committee that you have a robust governance process; and to give your team a clear framework for developing new ideas.
* **Deliverable 5: The Director's Briefing Packet.**
  + **What it is:** A concise packet designed to get your director's buy-in and active support. It should contain:
    1. **A Cover Memo (1 page):** Executive summary of the process, the key outcomes (the MVV), and—most importantly—**a clear, actionable "ask."**
    2. **The Formal MVV Statements (1 page).**
    3. **The "Ask" - A Needs & Support Plan (1 page):** This is critical. Don't just inform your director; enroll them as a partner. Frame your needs clearly. Examples:
       - **Political Capital:** "We need you to champion our vision with your peers and protect our mandate."
       - **Resources:** "To achieve this vision, we will require support for [specific software, a new hire, training budget]."
       - **Autonomy:** "We need your backing to pursue high-risk, high-reward projects that align with our 'Innovation' value, even if early results are uncertain."
  + **Purpose:** To move beyond informing your director to making them an active and aligned supporter of the team's defined direction.
* **Deliverable 6: The Advisory Committee Onboarding Deck.**
  + **What it is:** A 10-15 slide presentation to introduce the (nascent) committee to the team's identity and proposed way of working. This is your chance to frame the relationship.
  + **Potential Storyline:**
    - *Slide 1-2:* Welcome & Purpose of the Committee.
    - *Slide 3:* Our Proactive Identity Work (briefly describe the workshop).
    - *Slide 4-6:* Our Mission, Our Vision, Our Values (present the final MVV).
    - *Slide 7-8:* Our Vision for Impact (share the compelling "future press release" stories).
    - *Slide 9-10:* How We'll Make Decisions (introduce the Rubric as your guiding framework).
    - *Slide 11-12:* Our Ask of You / How We Envision Our Partnership (frame their role: "We seek your guidance on [X], your expertise in [Y], and your strategic connections in [Z]").
    - *Slide 13:* Discussion & Next Steps.
  + **Purpose:** To orient the committee around your team-defined identity and establish a strategic, collaborative partnership from the very beginning.

#### Phase 3: Engagement & Implementation (Month 2 and Beyond: Starting September 2025)

This phase is about putting the assets to work.

* **Action 1: Schedule the Director Debriefing.** Book a dedicated meeting. Send the briefing packet 2-3 days in advance. Use the meeting to have a strategic conversation focused on "The Ask."
* **Action 2: Schedule the Committee Kick-Off Meeting.** Use the Onboarding Deck to guide the first official meeting. This sets a powerful, proactive tone.
* **Action 3: Internal "Living the Values" Session.** Hold a short team meeting to officially launch the rubric. Test it out on a hypothetical project so everyone gets comfortable using it.
* **Action 4: Establish a Reporting Cadence.** Plan to report back to your director and the committee on a quarterly basis, using your MVV and impact goals as the framework for your updates. This shows accountability and keeps the strategic conversation alive.

By following this roadmap, you transform a single, effective workshop into a sustained campaign that builds team cohesion, clarifies purpose, and secures the high-level support System 5 will need to succeed.