

Guideline for the ONLINE S3 toolbox tool/application Collaborative Vision Building

ONLINE S3 – 710659 – Guidelines for the pilot experimentation phase



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HISTORY OF CHANGES

Version	Date	Contributing partner	Summary of changes
Version 0.1	2016-10-07	RIM	Structure of the document, elaboration of required information as a template for all tools
Version 1.0	2017-08-11	IIL	Initial Version

DISCLAIMER

The opinion stated in this report reflects the opinion of the ONLINE S3 consortium and not the opinion of the European Commission.

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BACKGROUND AND RATIONAL

This method will allow for creating a vision for the region by gathering views from all stakeholders through a set of structured questions about the future. The method can integrate a link to iKnow platform (outcome of FP7 project on foresight <http://wiwe.iknowfutures.eu/iknow-description/>), which aims at interconnecting knowledge on issues and developments potentially shaking or shaping the future of science, technology and innovation (STI) in Europe and the world.

Figure 1 provides the rationale behind this ONLINE S3's application.

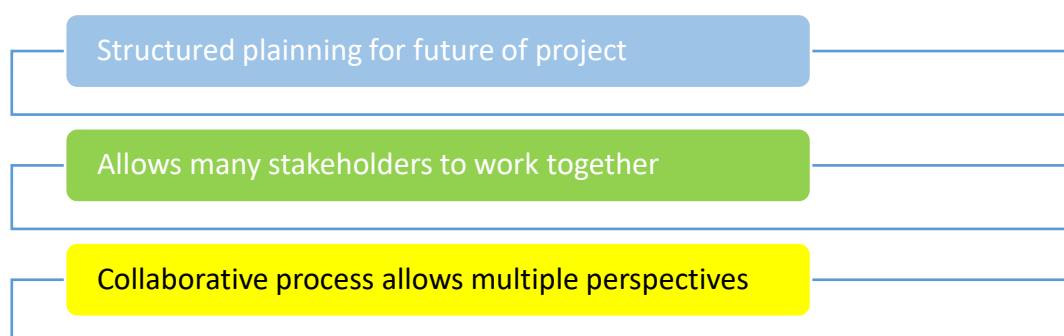


Figure 1 Rational behind this ONLINE S3 application



DESCRIPTION OF THE APPLICATION

The Collaborative Vision Building tool aims to provide users with a way to work together to create visions of future project states. It allows many users to participate and make suggestions about what project visions to a session organiser, who uses the suggestions to build a final vision statement.

By allowing the session organiser to gather views from all stakeholders, a more appropriate vision for the regions future can be built.



Figure 2 Overview of this ONLINE S3 application



BENEFITS TO KEY ACTORS AND STAKEHOLDERS

One of the key benefits to stakeholders is the ability to work collaboratively with other stakeholders. In some cases, it may be that some stakeholders can not physically make it to meetings, so the ability to use live online chat can be very beneficial.

Another benefit is that it allows all stakeholders to easily track the decision making progress after each step. This is done via summaries after each step has ended. Once the process is complete a finally summary can be downloaded as a PDF to see the full progress of the vision building process.

Lastly, the collaborative nature of the vision building process allows many stakeholder from different backgrounds and perspectives to work together and share ideas. This will allow for more diverse opinions and suggestions that may not be considered otherwise.

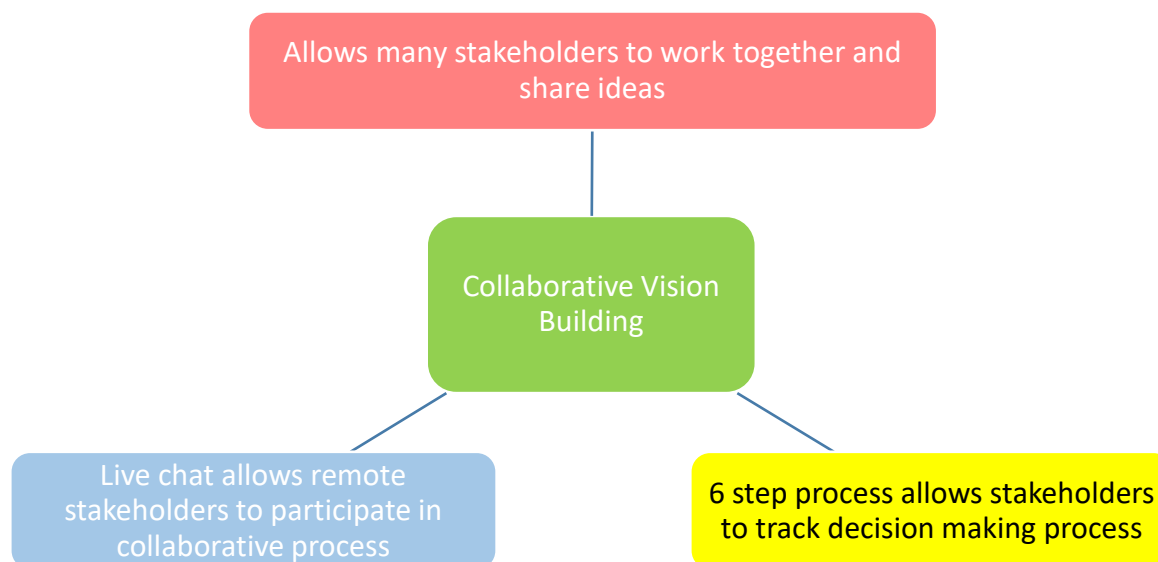


Figure 3 Benefits to stakeholders when using this ONLINE S3 application



KEY ISSUES AND REQUIREMENTS

- Relies on all stakeholders to participate equally
- One stakeholder must be the organizer. This stakeholder must make all executive decisions, and produce a small report about how they used others suggestion in their final vision statement.
- The statement must be concise and clearly define a goal for the statement to be effective.
- The statement should describe a future state of the project that is achievable and easily met and stakeholders should avoid idealistic, unattainable states.
- Vision statements should aim to solve the causes of problems rather than the symptoms of a problem.

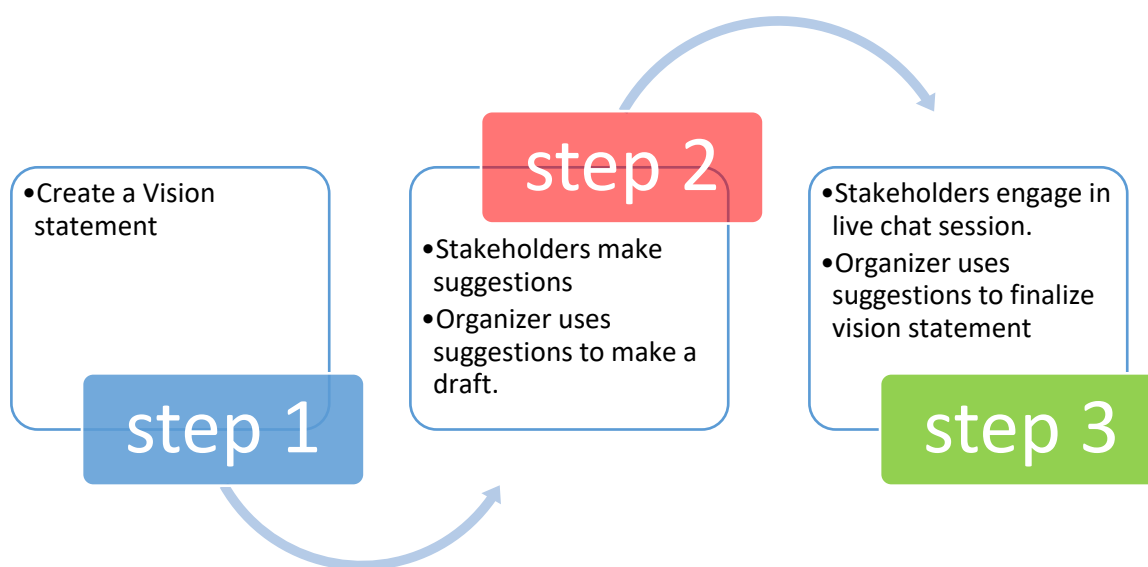
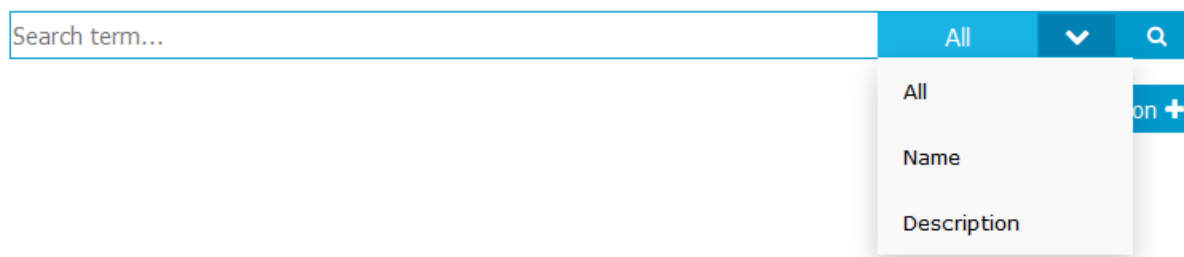


Figure 4 Key issues when using this ONLINE S3 application



A STEP-BY-STEP GUIDE

To search for a vision session enter the term you would like to search for, select your search term type, and then click the search button:



The search bar consists of a text input field with the placeholder 'Search term...', a dropdown menu currently set to 'All', and a search button with a magnifying glass icon. A dropdown menu is open below the 'All' button, showing three options: 'All', 'Name', and 'Description'.

Figure 5 Collaborative Vision Building Search bar

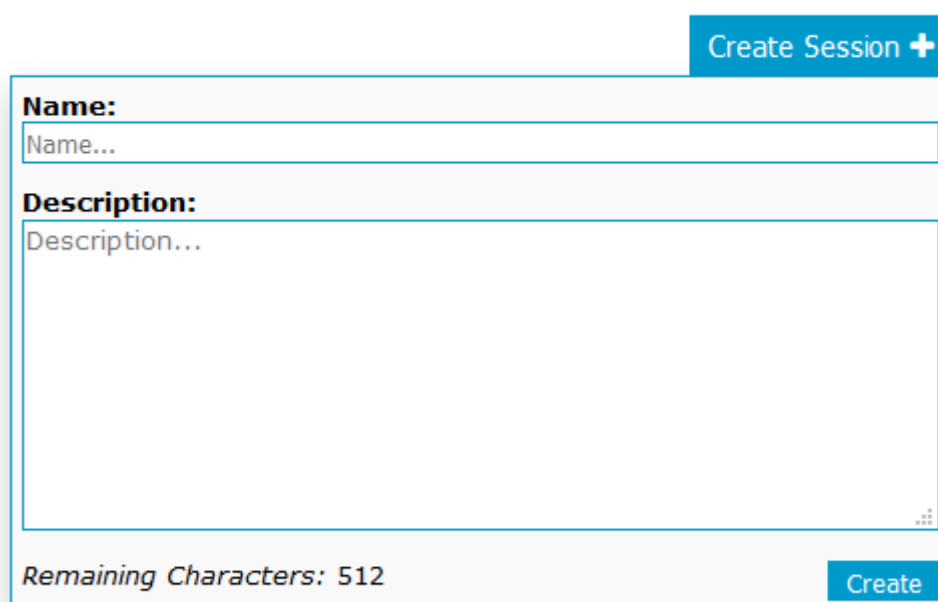
To access a vision session, simply click the access button to the right of the name and description:



A blue horizontal button with the text 'CVB Tool Vision Session' and 'This is an example session' on two lines. To the right of the text is a white right-pointing arrow icon. The entire button is highlighted with a red rectangular border.

Figure 6 How to access a Vision Session

To create a vision session click the create button and fill out the form:



The form is titled 'Create Session' with a plus icon. It contains two input fields: 'Name:' with a placeholder 'Name...' and 'Description:' with a placeholder 'Description...'. At the bottom left, it says 'Remaining Characters: 512'. At the bottom right, there is a blue 'Create' button.

Figure 7 How to create a vision session



When a session is created users can use the 'Step 2' section to enter their Vision Statement suggestion:

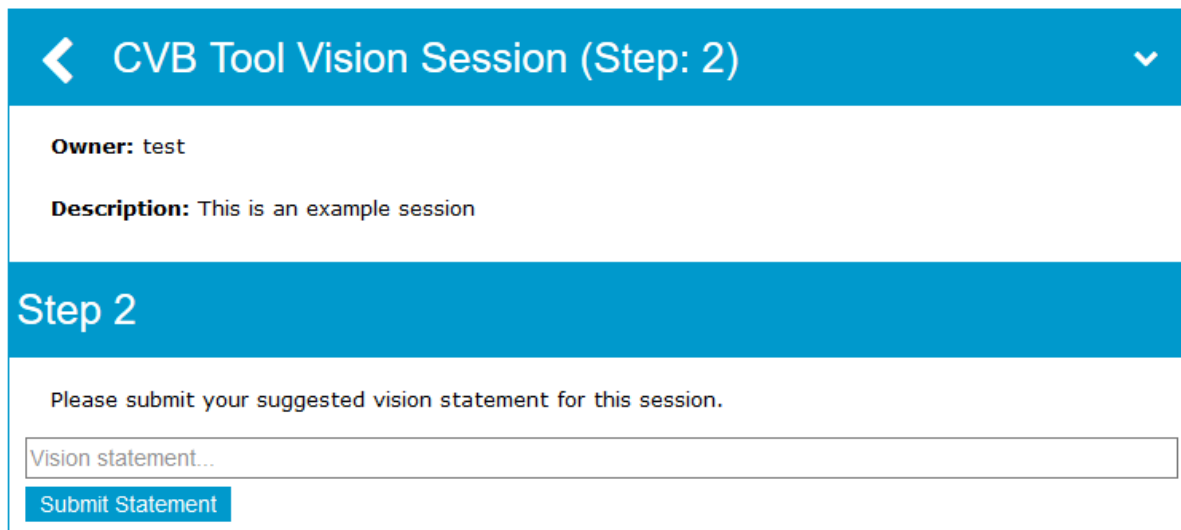


Figure 8 Step 2 of the Vision Building Process

Once the owner of the session progresses to step three, everyone can expand a list of list of all suggested statement. The owner of the session will be able to submit a draft vision statement, which encapsulates all the suggestions:

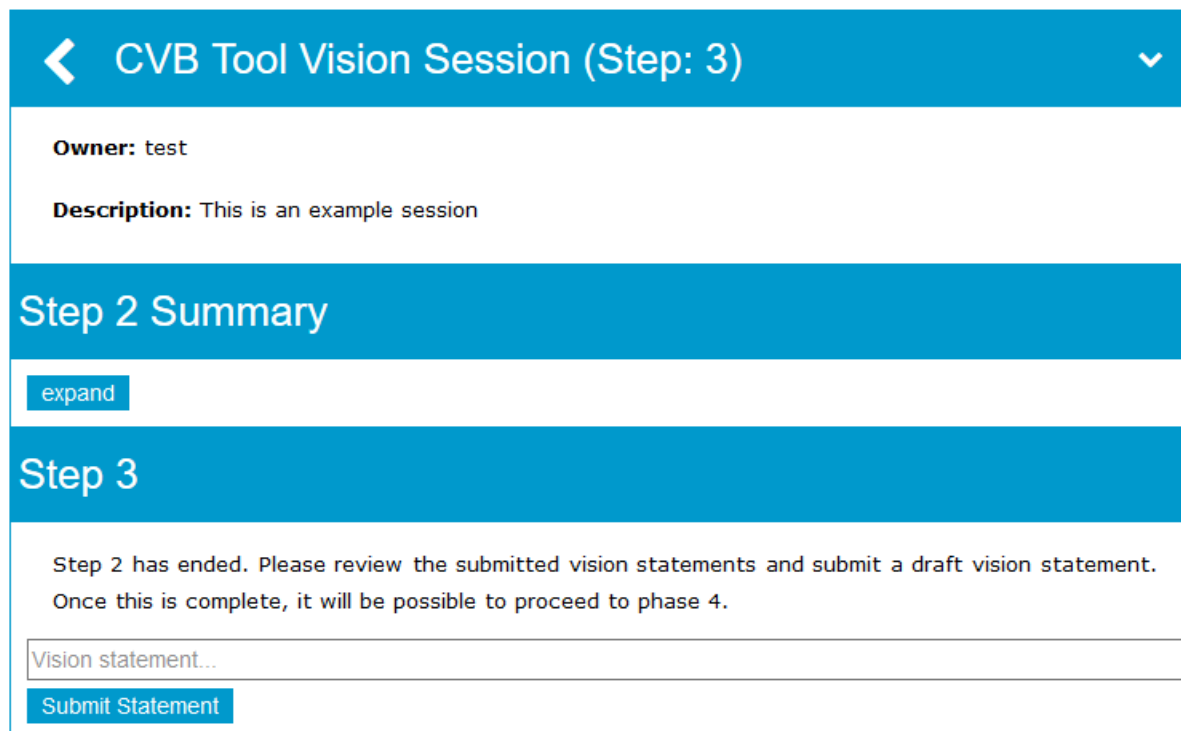




Figure 9 Step 3 of the Vision Building Process




In step 4, the owner can set a time and date for an online chat. Everyone is provided a link to the chatroom, where the Vision Statement can be discussed:

 **CVB Tool Vision Session (Step: 4)** 

Owner: test

Description: This is an example session

Step 2 Summary




Step 3 Summary


Draft Vision Statement:


Step 4

Please schedule a time for the Vision Statement Draft review.

Date

Hour
 

Minute
 



Rocket Chat Link: <http://127.0.0.1:3000/channel/thisisatest>

User Count:

Figure 10 Step 4 of the Vision Building Process



In step 5, the owner finalizes the Vision Statement and creates a report detailing the decisions made:

Step 4 Summary

Step 4 is done

[get history](#)

Step 5

Step 4 has been completed. Using the discussion from Step 4, finalize a vision statement and produce a report detailing the decisions made.

Submitted: Phase 5 statement

[Edit Statement](#)

This is my report it can only be 1024 characters long edit

Remaining Characters: 1024

[Submit Report](#)

Figure 11 Step 5 of the Vision Building Process



Finally, in step 6 anyone can export a summary of the Vision Building process to a pdf:

Step 5 Summary

Statement
Phase 5 statement

Report
This is my report it can only be 1024 characters long edit

Step 6

Final Statement
Phase 5 statement

Export

Figure 12 Step 6 of the Vision Building Process



FURTHER INFORMATION

Please insert hereafter further information and the online accessible links from relevant documents from WP2, WP3 and WP4, if applicable.



REFERENCES

Foray, D., Goddard, J., Goenaga Beldarrain, X., Landabaso, M., McCann, P., Morgan, K., Nauwelaers, C., Ortega-Argilés, R. Guide to Research and Innovation Strategies for Smart Specialisation (Ris 3), Smart Specialisation Platform. Regional Policy. available at <http://s3platform.jrc.ec.europa.eu/s3pguide>; European Commission; 2012.