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While we get ready to start:

- What are you...?



INTRO



## Housekeeping:

- **Don't forget to book studio meetings for next week!**
- **Fun activity on Friday!**

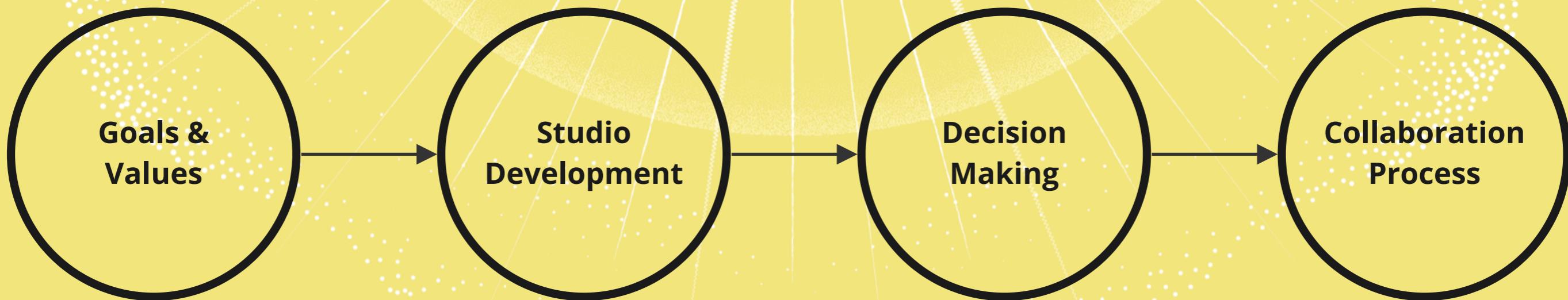


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## What we're talking about today:

- Why process is critical for collectives
- Process Development
- How tools help you carry out your processes

# Developing Your Collective



## Processes:

- Allow visibility into the accountable
- Should adapt to the needs of who's responsible
- Can be iterated on as requirements and roles evolve

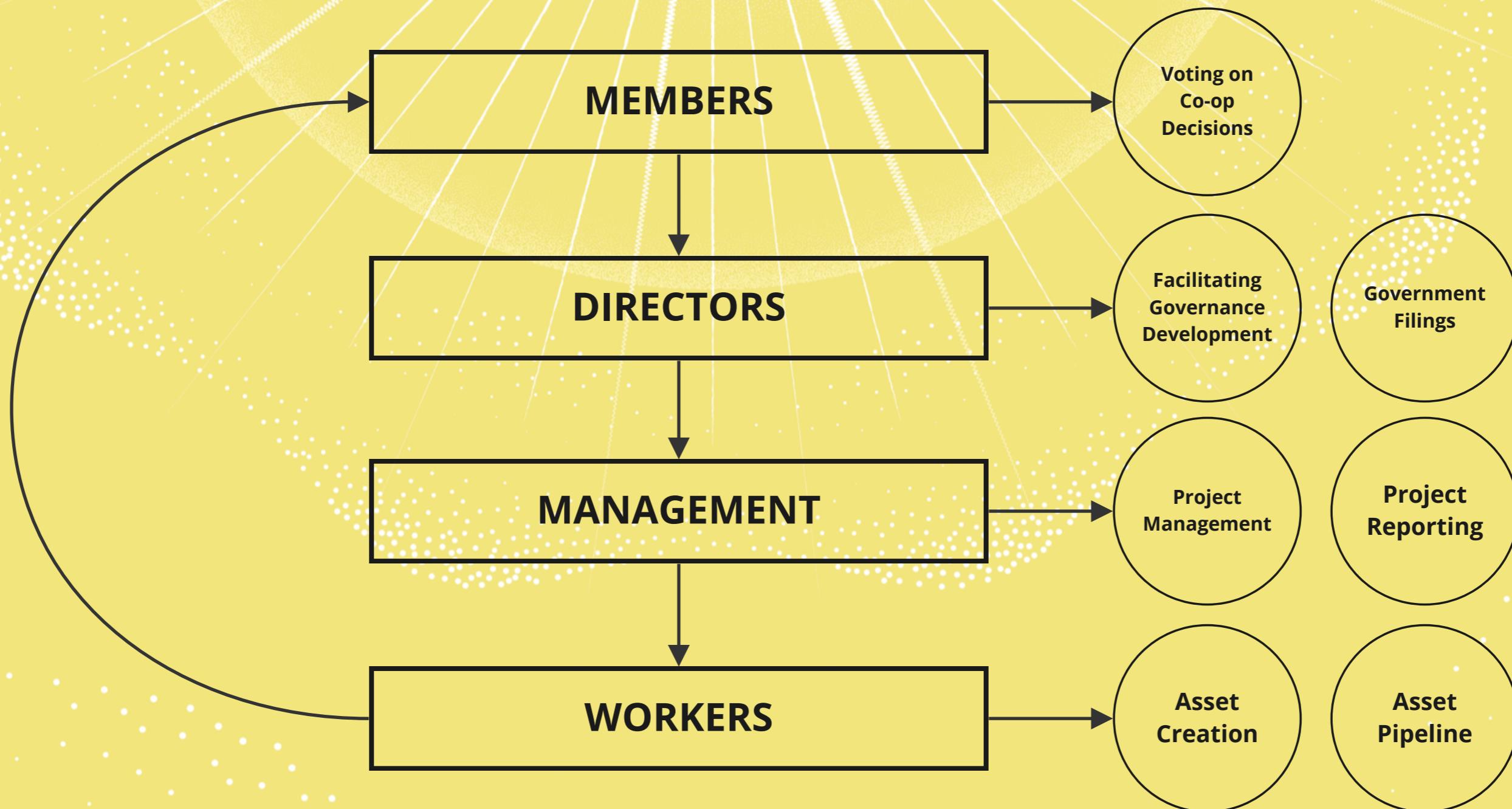


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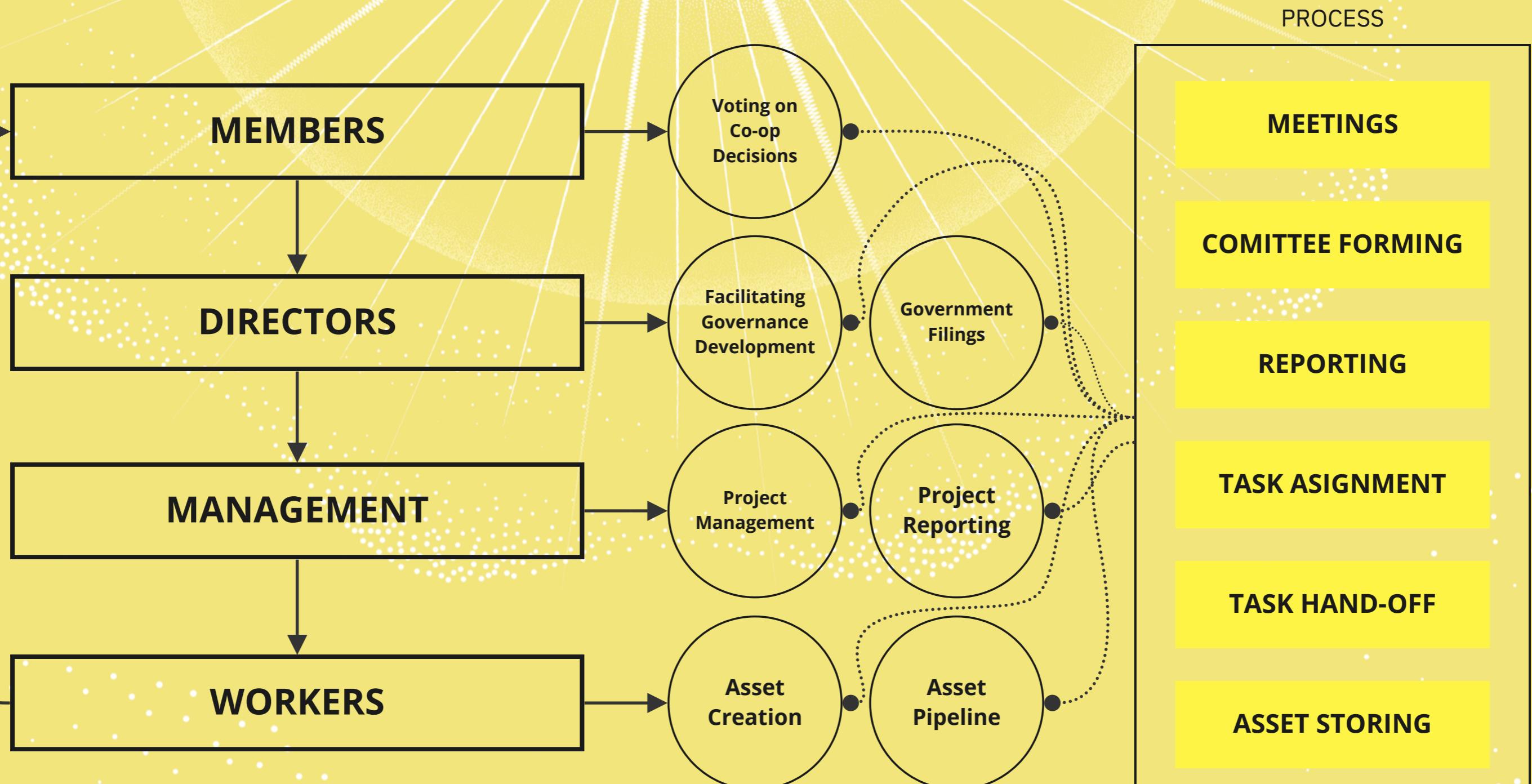
## Collectives processes are *critical*!

- Reflection of your *studio structure*
- Opportunity to practice *inclusion & care*
- Ensure continuity
- Productivity & efficiency

## Example Responsibilities in a Studio Co-op



# Processes Can Be Multi Purpose & Role



## Core Loop as process framework:

- **Meet.** Plan, solve & document
- **Make.** Build, test & relay
- **Manage.** Report, resolve & update

## Identifying the process:

- **Why** are we making this process?
- **What** will this process accomplish?
- **How** will we carry out this process?
- **Who** will this process affect (scope)?
- **When** will we use this process (frequency)?

## Considering process application:

- **Responsibility.** Stewardship, support, ad-hoc
- **Intensity.** Focused, on-demand, casual
- **Frequency.** Regularly, scheduled, when available
- **Specialization.** Skilled, working knowledge, minimal training required

## Thoughtful processes mitigate:

- Context switching headaches
- Role resentment
- Game-work-to-non-game-work ratios  
*that feel whack*



*Important for small teams!*

## Tools *help facilitate* process

- Desired process should be considered *first*
- *May inform* process but not dictate it  
(unless it's the nature of the output)
- May have implications when held  
against your values

# Visual Mapping

Docs are neat but not exceedingly collaborative. Details can get flattened and lost among pages, while our brains are made to hold spatial information

## Why?

- **MEET** Share it with others
- **MAKE** Lock information down
- **MANAGE** Remember decisions made 6 months ago

# Miro: open ended tool for collaboration & process development

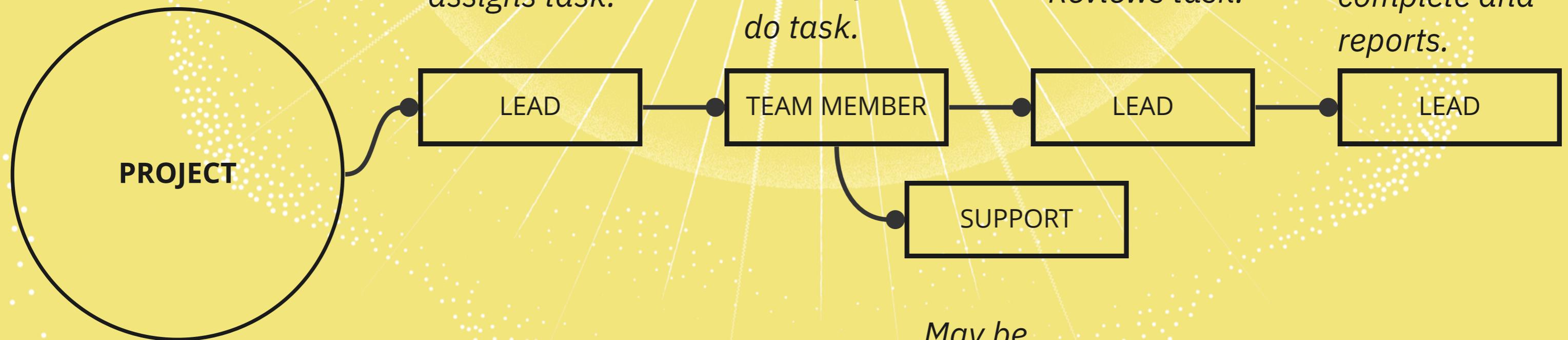
- **SEMI-PERMANENT VISIBILITY** Keep track of decisions made in one location
- **COLLECTIVE MEMORY** Your noodle may be forgetful but Miro *never forgets*
- **BIG OL' WHITEBOARD** Infinite spaaaaaaaaaaaaacce

# Asana: Project Management is a flow

- **Clear "who assigns, carries out, reviews, and completes" task flow**
- **Completion expectations should be holistic**
- **Assignments should be atomic**
- **The conversation vs. reporting dynamic**



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My Asana Setup Set status

Overview List Board ... Timeline Calendar Workflow Dashboard Messages Files +

+ Add task Filter Sort Group by Hide ...

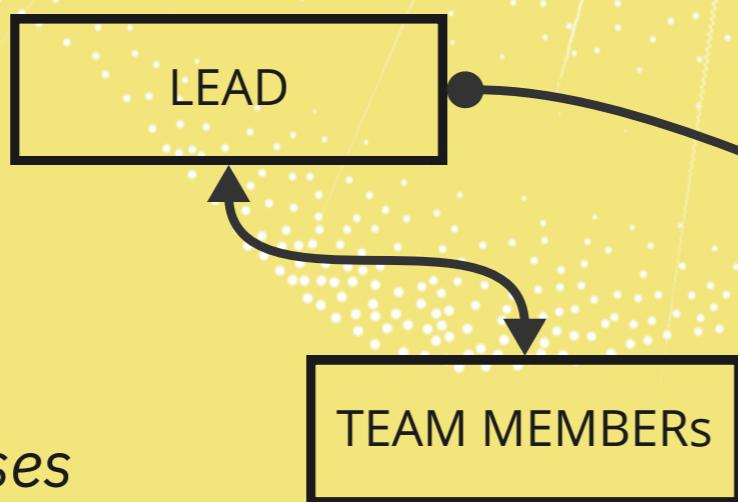
To do	In progress	For Review	Complete
<p>✓ Set up My Tasks example for "Next Week"</p> <p>Dec 20</p>	<p>✓ Example Currently Working on Task Descriptions</p> <p>Today</p>	<p>✓ Review Project Management Flow</p> <p>hf Friday</p>	<p>✓ Set up sample Asana Project</p> <p>hf</p>
<p>✓ Set up My Tasks example for "Today"</p> <p>hf Dec 20</p>	<p>+ Add task</p>	<p>+ Add task</p>	<p>+ Add task</p>

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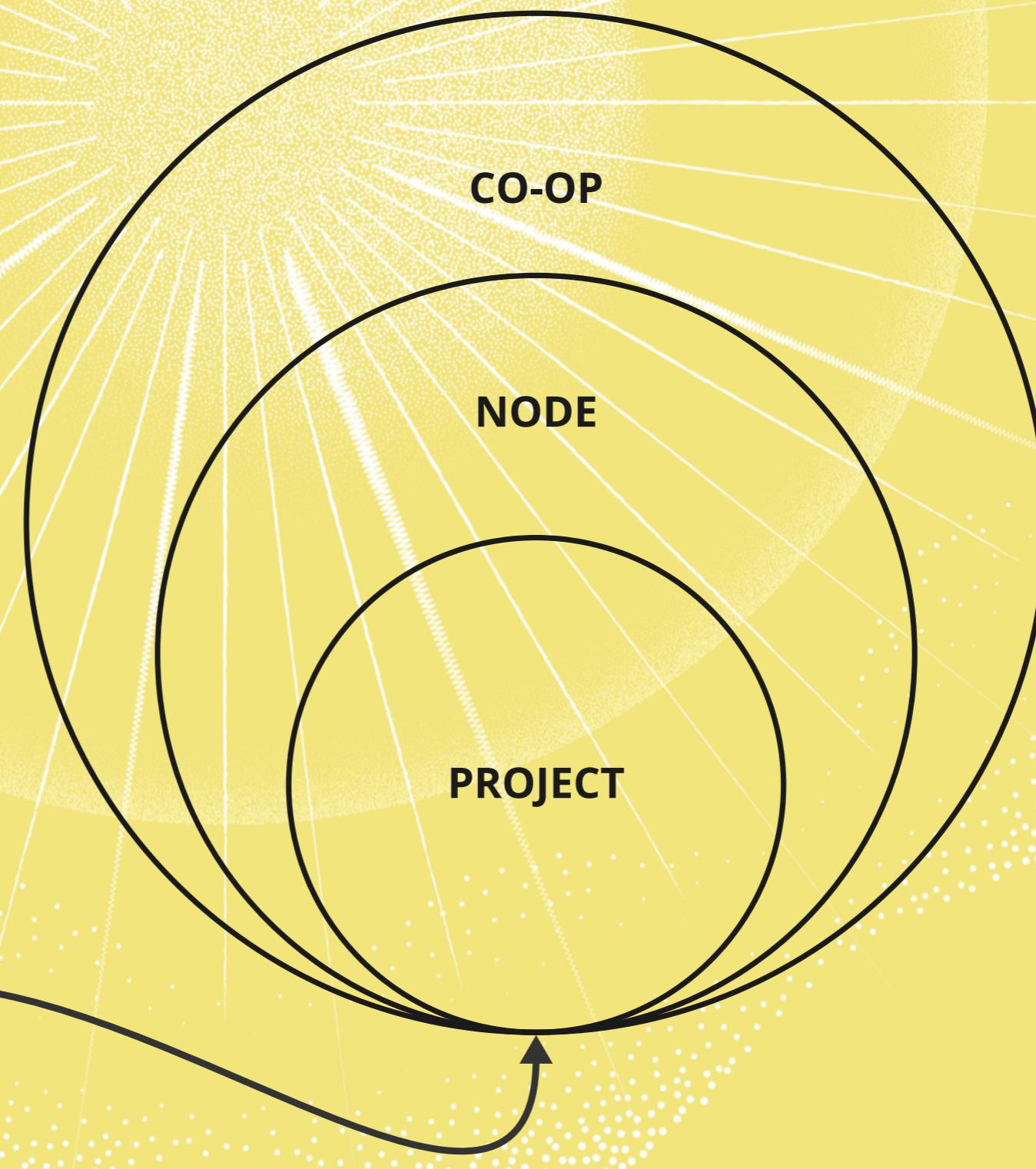


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Marks task as complete.



Team discusses tasks in communication channel as needed.

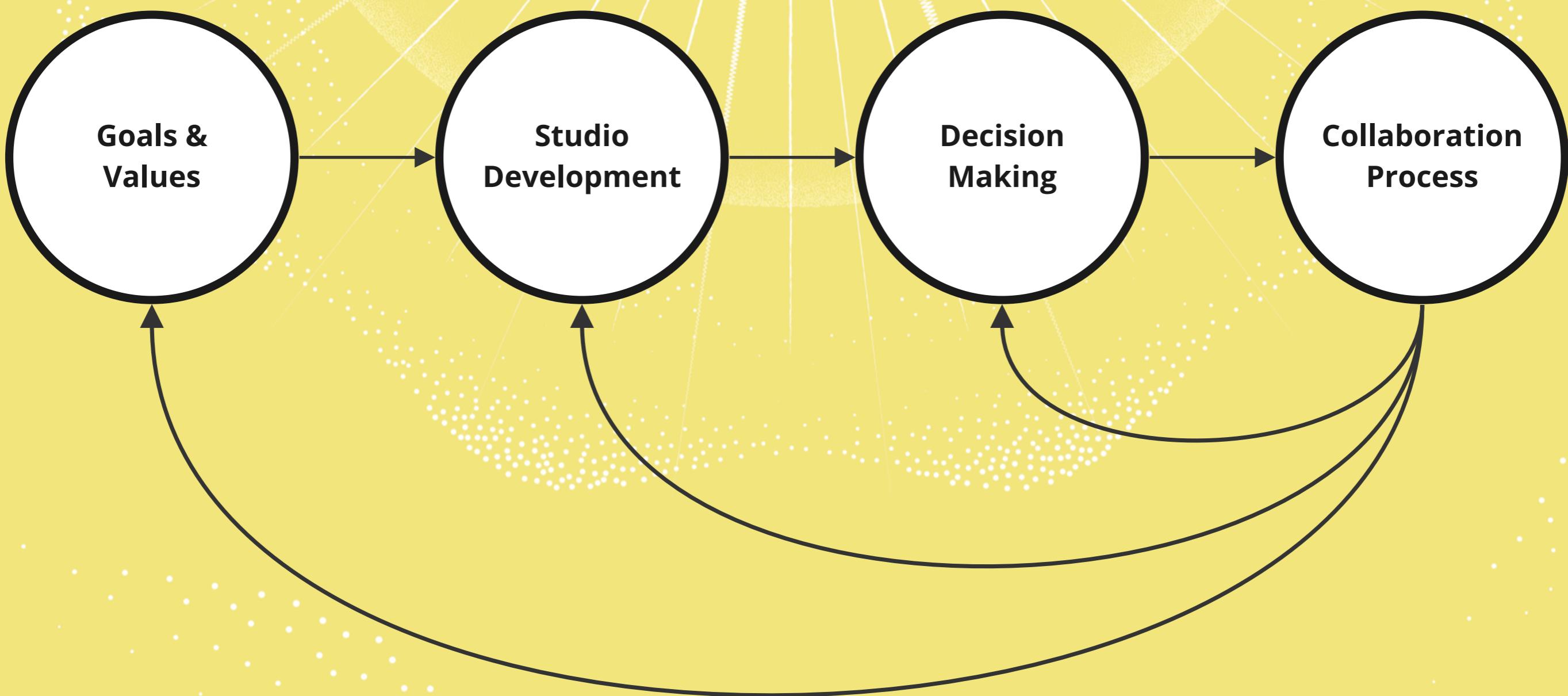


*Node lead reports on outcomes based on schedule.*

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TOOLS

**Use of process is iterative and recursive.**





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## Follow Up Meeting: Common Questions

- **What if someone has difficulty with tracking their work?**
- **How do we make collaboration accessible for everyone?**
- **Help! There's a process that we're having trouble with!**



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## Chat checkout!

- **Post one word describing your post-meeting feelings in the chat**
- **OPTIONAL - Stick around for the next 30 minutes for questions and hang time!**

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CHECK OUT