

# Creative Matrix



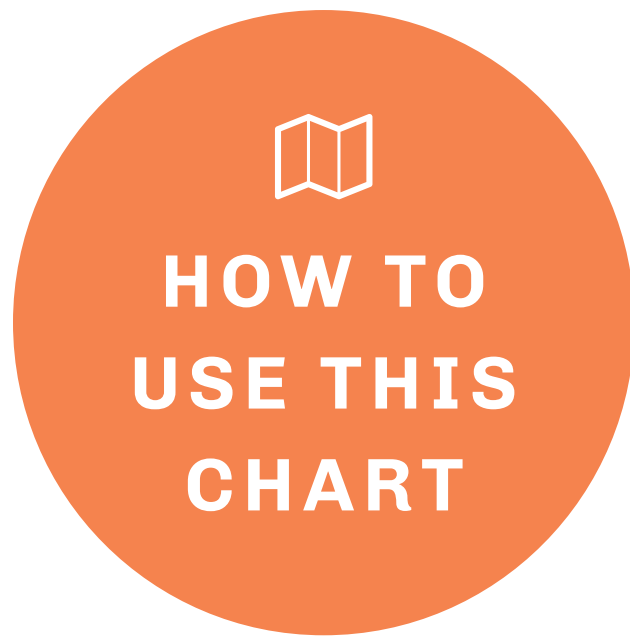
1. As a group, select 3 high-priority barriers or challenges identified in the previous exercise. Rephrase them as open-ended questions or generative prompts (for example: "How might we overcome [a given challenge]?") and write 1 above each of the 3 columns to the right.
2. Individually, and silently, generate ideas about how to address the challenge atop each of the 3 columns. Write or draw one idea per sticky note, and try to distribute your ideas across the categories in the different rows.
3. As a group, take turns explaining your ideas as you place them, one at a time, in the appropriate places in the matrix. As others add ideas, continue to write new ideas that come to mind and add or combine ideas related to your teammates'.
4. Continue until everyone's ideas have been heard and included. Encourage quantity and creativity, and refrain from judgments, sorting, and feasibility questioning.
5. Don't forget to fill in the DATE and TIME, as well as the names of the teammates involved in this activity.

	Challenge, barrier, or design opportunity #1	Challenge, barrier, or design opportunity #2	Challenge, barrier, or design opportunity #3
<b>Technology &amp; Systems</b> Think about the digital products we create and manage; the platforms and services we use; the architecture and capabilities of our systems; and promising new tech.			
<b>Communication &amp; Collaboration</b> Think about how we talk to each other and work with one another; when and why we exchange information or ideas; and what we can be doing better together.			
<b>Processes &amp; Procedures</b> Think about our approaches to planning, decision making, and action; design, development, and delivery; and particularly our lean and agile methodologies.			
<b>Regulations &amp; Requirements</b> Think about how to enhance our policies and standards related to usability, performance, maintenance, security, transparency, documentation, reporting, and so on.			
<b>Resources &amp; Infrastructure</b> Think about what we need to do our best work—be it human resources, physical infrastructure, new tools and training; or other knowledge, capacities, or assets.			
<b>Wild Card</b>			

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# Importance/Difficulty Matrix



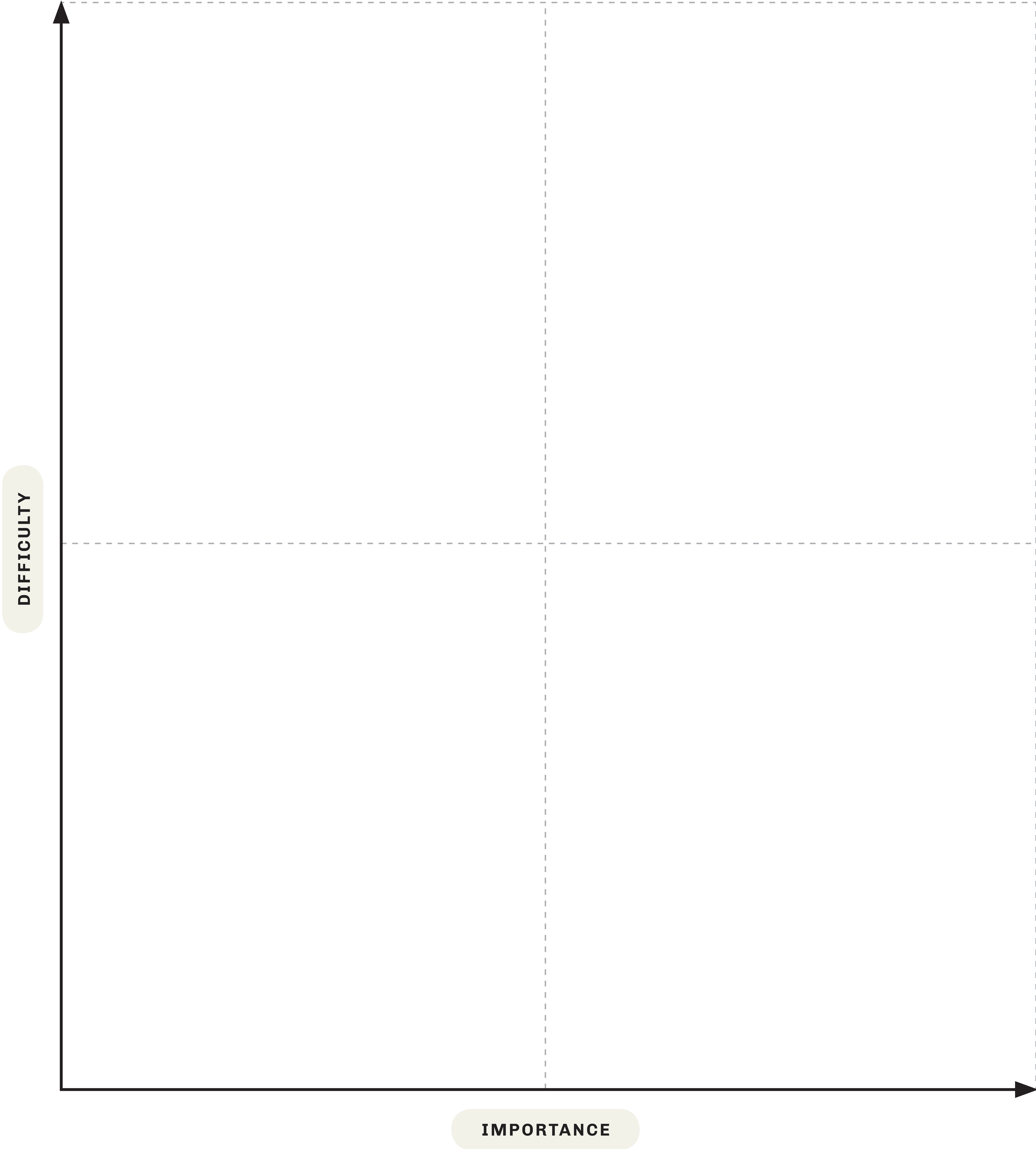
1. As a group, discuss your definitions of IMPORTANCE and DIFFICULTY with respect to the ideas you generated in the previous exercise. These concepts may mean different things in relation to different ideas. That is fine. Just try to come to a shared understanding.
2. Each person in your group select 2-3 ideas to move forward. No problem if multiple people pick the same idea.

3. On the matrix below, place your selected ideas in order horizontally, from least important on the left to most important on the right. This will take some discussion and compromise. Try to move quickly.
4. Once your group's ideas are in order horizontally, begin to move and place them vertically according to their difficulty in relation to one another.

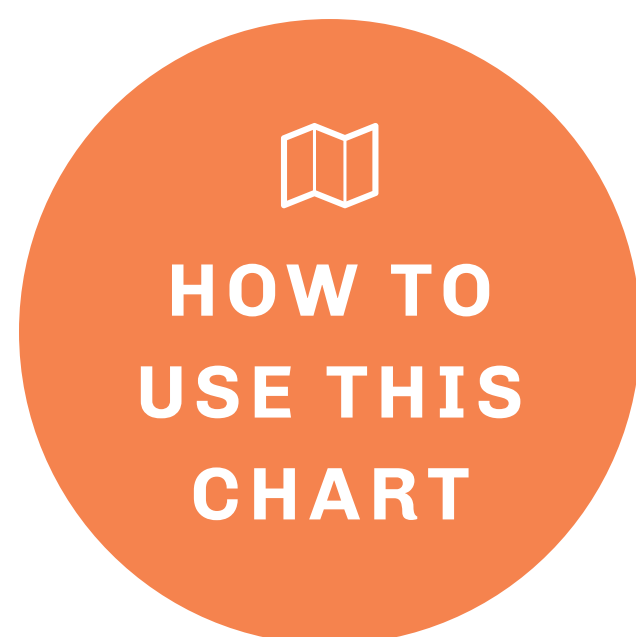
5. Don't forget to fill in the DATE and TIME, as well as the names of the teammates involved in this activity.

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# Action Matrix



1. Define each strategic **PRIORITY** in the large box. Use text, drawings, or a combination of both. There is a **WILD CARD** space below for out-of-the-box ideas: take advantage of it!
2. Define three sequential **STEPS** to achieve the stated priority. Be as specific as you can be in defining how you would achieve results.
3. Develop a **TIMELINE** associated with each one of the three steps. The timeline should be as specific as you can make it.
4. Propose the **METRICS** that will explain what success looks like. These can be quantitative or qualitative indicators that show how your strategy is working and if you are succeeding.
5. Don't forget to fill in the **DATE** and **TIME**, as well as the names of the teammates involved in this activity.

**WITH INPUT FROM:**

🕒 **DATE & TIME:**

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PRIORITY <div>1</div>		METRICS	
STEP 1	STEP 2	STEP 3	
TIMELINE: PRIORITY 1			
PRIORITY <div>2</div>		METRICS	
STEP 1	STEP 2	STEP 3	
TIMELINE: PRIORITY 2			
PRIORITY <div>3</div>		METRICS	
STEP 1	STEP 2	STEP 3	
TIMELINE: PRIORITY 3			
* WILD CARD	STEP 1	STEP 2	STEP 3