

Name of the technique: **METAPLAN (for small teams)**

Minimum number  
of participants: 20

Maximum number  
of participants: 40

## Objective of the technique:

Collect opinions from a group of people interested in a specific topic in order to build a common understanding and a good cooperation on some strategic objectives and action plans. The aim is to reach a solution (which implies making a decision)

## Specific context requirements:

- A high engagement level by all participants in that specific topic
- A common solution is desirable
- Trust in the benefits of the creative process

## Instructions step by step:

1. Introduction: set the scene, give the rationale and rules, clarify the objective
2. Collect individual input on sticky notes and pre-prepared boards
3. Divide into sub-groups by topic of interest
4. The sub-groups discuss topics and highlight the main discussion headlines
5. Share the results with short presentations by each sub-group
6. Vote to determine priorities using coloured sticky notes (within sub-groups)
7. Sub-groups focus on the prioritised issues in order to create a draft of an action plan
8. Plenary presentation and discussion
9. Conclusion, common action plan



## Required materials:

- Cards of various colours
- Display boards
- Markers of different colours
- Pins
- Sheets or slides containing the rules for voting and communicating in groups
- Rooms with projectors and large, empty walls to be used for showing the results

## Advantages:

- Involvement of all the people playing a part in the implementation issues
- Avoidance of messy, long and inconclusive processes and discussions often linked to participative decision-making

## Disadvantages:

- Technical success depends on the moderator's skills
- Some people may be afraid to speak in public
- Voting sessions are public
- Some people may be influenced by what others have already voted
- You have to pay for the license and copyright as well as pass the training

## When to use:

- Before reaching a final decision about the action plan needed to deal with a specific problem that is common to all the stakeholders

## When not to use:

- When people are not interested in that specific topic
- When the mediators are not expert enough
- When the initial conflict is too hard to gain the will to participate in a process of decision-making