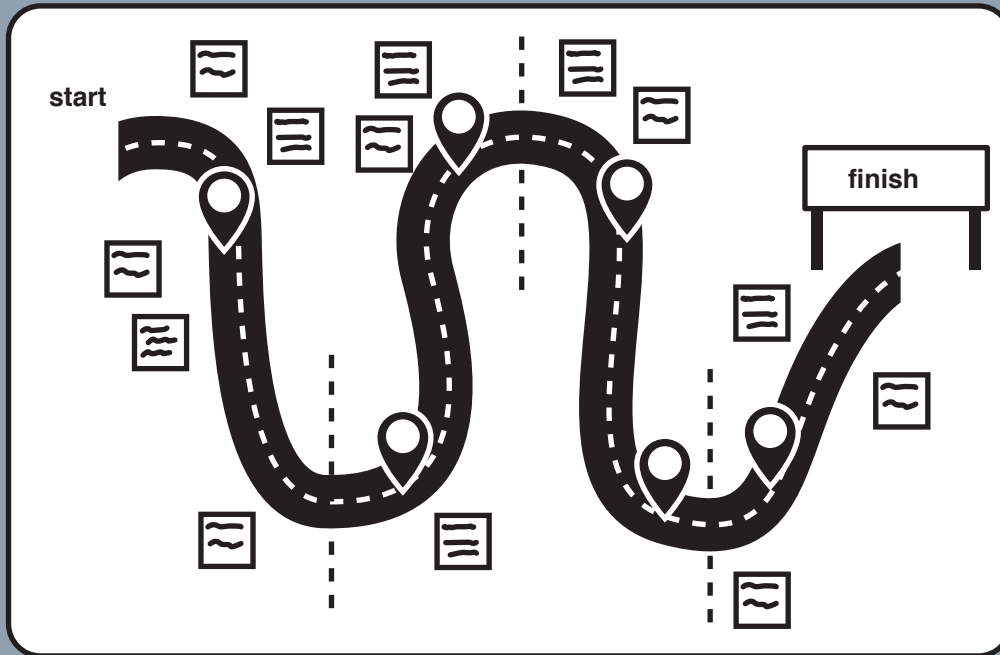


PROCESS METHOD – *COMMUNICATION*: 13. ROAD MAP



13. ROAD MAP

When working together with other people it is important to have a shared understanding of what you are doing and where you are heading. One thing that can help you achieve this is creating a visual, shared illustration of the road you are on, which methods you will use, when you will do things and for how long: A road map.

Materials needed: Blackboard, cardboard, smartboard or sharable online board e.g. padlet.

Time required: 45 minutes to generate; remember to revisit and revise in the course of the project

How?

- 1)** You might want to use The 'To Do' List (method no. 9) to decide what you need to do first.
- 2)** Note down actions, activities, methods, the tools you need and discuss and plan time use and when you plan to do what, mark them or list them or draw them.
- 3)** Place all the elements on a timeline or in a diagram that fits your purpose: a rocket, onion or landscape diagram. Mark the different phases and deadlines in the process, the persons in charge and maybe the methods used.
- 4)** Keep the road map in a place visible to all, and go back to it when the team needs to reconsider the work being done and how it is going.