Rapid Decision-Making Cheat Sheet

Follow these steps to identify and explore solutions for your Hackathon topic!

EXPLORE THE CHALLENGE

1A. Environmental Scan and Analysis (PESTLE)
- Identify all the elements in the current context that could help or hinder your solution.
- Together alone, the group uses the stickies to write down all the elements (trends, regulations, environment, social factors) that could be important to any solution you develop.
- One by one, team members read their stickies (no explaining or selling - just sharing). Team members can ask for clarification if needed.

1B. Persona/User
- Jot down as many descriptors as you can about your persona. Demographic, personal and social data, age, gender, ethnicity etc.
- Take 5 minutes to define your persona on "our solution is geared to" box.
- Remember that a target persona doesn't have to mean that others can't use your solution.

1C. Context and Constraints
- Together alone, team writes down as many "needs" (i.e. pain points/problems) important to the end user and solution barriers/constraints. One idea per sticky note.
- Facilitator removes redundancies.
- Each member has 6 votes on PURPLE stickies to hone in on MOST relevant, interesting or important pain points.
- Voters can vote on their own ideas.

VOTE & PRIORITIZE

2A. Prioritize Voted Challenges
- Facilitator arranges stickies in order of priority, based on voting results
- Pick out top three for next step

REFRAME PROBLEMS

3A. Create How Might We Statements
- Rewrite top 3 voted on problems using "How Might We" (HMW) statements. This helps rephrase problem into something solvable.
- HMWs should be broad enough to allow exploration but narrow enough to hone in on a user/customer challenge.
- Using analogies is a great way to spark creativity. E.g. How might we make a doctor's appt. more like a spa visit?
- Need more inspiration on crafting a great HMW? Check out this document.

3B. Create 3 "How Might We's"
- The Facilitator will facilitate (and serve as scribe) to convert the three top problems into HMW statements.
- The team, ideally with input from the mentor, selects one HMW to move on to ideate on (solutions).
EXPLORE SOLUTIONS

There are four rules to ideation (brainstorming):
1. Defer judgement
2. Encourage wild ideas (let go of all constraints)
3. Be visual - it helps!
4. Quantity vs quality: in other words--don’t self-edit!

4A. Ideate without Discussion and Vote
• Together Alone write down as many solutions as possible for HWMs
• Go for quantity - no restrictions-don’t self-edit!
• Everyone sticks their solutions up as fast as possible without talking

4B. Impact/Effort scale (Optional)
• Starting with the Impact scale, the Facilitator takes the top 3 solutions (max) and hovers the idea stickie over the middle and simply asks “is the impact of the solution higher or lower?”
• Team members then place their pink dot where they feel it fits on the chart.
• Facilitator will organize/shift stickies as appropriate, removing any duplicates.

Additional Considerations:
• Stickies are relative to each other; as more stickies are added to the I/E Scale, Facilitator may need to adjust earlier stickies.
• It's important to leave space between the stickies. If they’re all clustered together, further discussion may be required.
• If the Facilitator can’t reach consensus on sticky location, the Facilitator may need to use a **Focused Discussion (timed)** where different team members share their expertise.

4C. Explore Solutions
• Complete storyboard for each of your top voted ideas (you could break into two if you’d like) and map out the steps along the way to the final outcome.
• Use the scenario tool to create the narrative of your journey.

DECIDE ON YOUR SOLUTION

• Together with your mentor and IMPACT/EFFORT analysis in hand, you’ll decide on what solution to pursue in the coming weeks!

5B. Put your work into a Summary Slide Deck (Optional)
• If group prefers you can put all of your decided high-level information into one slide deck (embedded in Mural)
• You can post the individual slides on the MURAL for easy reference or work on your solution in another shared drive your team is most comfortable using (e.g. Google Docs, MS Teams, etc.)

ACTION PLAN FOR EXECUTION

5C. Create an Action Plan
• Now the fun begins! Your team needs to create a plan of action to develop a real-live prototype (or mock up/model).
• Consider the skills, interests and expertise of your team when creating a task list. Make sure assigned tasks list the details and include due dates that fit with the AgeTech@Home Hackathon activity timelines.
• Ensure that you share the calendar and due dates with your team.
• **Be a good team member! If life gets in the way of meeting a deadline, ask for help and/or communicate with your team and manage expectations. You’re all in this together after all!**

REMEMBER

• Action steps should outline a test version of your solution.
• Be bold but keep Feasibility, Desirability and Viability in mind when you're developing your solution and prototype/model. The goal is, after all, to develop a real-live solution with potential for meaningful impact!