



STEP 1: An idea is born

What is the idea? Whose idea? What for? Is there a problem?

What is the need? Whose need? What are you trying to solve?

Who can contribute with knowledge or experience in regards to this idea or the problem connected to it (don't forget the end user)?

Have you found anyone else that has already identified this problem and found a solution?
Solved for whom?

Are there any ethical questions or risks to take into account? what can go wrong?

How long does it take to develop the idea? Can we wait until that?

DECISION POINT



PROTOTYPE 1

A first idea is defined in general terms and in connection with the context.

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STEP 2: Co-producing a more defined version of the idea

Who are the ones performing and affected by the work practice?

How is the task/work practice done today? What are the problems/challenges/limits?
For whom?

How would we like to improve our work? Which technical and organizational support do we need and why?

Which is the effect once this new way of working is implemented? For whom?

Are all relevant actors (e.g. end users) and competences represented here or are we missing something?

Are there any legal issues or requirements?

Is there anyone else already working with this and how far have they come?

Which changes/activities would be required to implement the idea? Costs?

DECISION POINT



PROTOTYPE 2

Short description of what, who, when, where, why and how?

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STEP 3: Structuring the work for pooling competences and appointing a working group

- What kind of information on the work practice have we today? Do we need more?

- Why do we want the solution in prototype 2? Which problems does it solve?
And which needs does it meet? And how do we know these are needs?

- How can we describe the task/work practice as it is done today with a diagram /
flow chart / other way?

- How can we describe and visualize the changes we want to make (through a diagram /
flow chart or others)?

- Have we forgot to involve anyone that can contribute or that is affected?
Do we need to revise who is involved right now?

What are the bottlenecks and challenges connected to the implementation of the initiative?

What are the potentials benefits of this initiative? Who will benefits from it?

DECISION POINT



PROTOTYPE 3

Detailed visualization of the work practice and preliminary evaluation of its worth and difficulties in its implementation.

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STEP 4:

Detailing the idea financially and translating it into the different organizational areas that are needed to co-produce it

- Detailing the financial aspects.

- Updating the list of potential benefits and beneficiaries.

- Check again and map potential changes needed, bottlenecks and consequences.

- Did we forget to include someone with relevant knowledge? Do we need to revise who is involved right now? To whom do we communicate what?

- Can we describe in detail consequences/risks for the organizational functions / units involved and do we need to inform someone?

Can we describe in detail consequences / risks for users and do we need to inform someone?

Can we describe in detail consequences / risks for other stakeholders and do we need to inform someone?

Is the idea enough user friendly?

Is the idea still relevant?

DECISION POINT