

ACTIVITY SHEET 7

IMPACT v CAPACITY

PURPOSE

This activity sheet is designed for you to lead a discussion with your team to identify where they group should focus their energies in relation to the issues raised by the *Fire Note*.

OUTCOME

Leading this discussion will enable:

- Consideration and agreement on the first steps.
- Energy to be focused on the most likely area of achieving success.
- The team to build confidence.

SUITABILITY OF ACTIVITY

This activity can act as a prompt or lead in for a planning session that relates to the *Fire Note* topic. It could also be used as a knowledge or team development activity during a regular team meeting. You'll need to judge how long you'd like to spend on the activity. It can take anywhere from 20 minutes to 90 minutes, depending on the depth you go into and the follow-up actions identified.

PREPARATION

In preparation, you'll need to have the Impact vs Capacity grid drawn up on a whiteboard (see next page for the Impact vs Capacity grid).

PROCESS FACILITATION

1. Get each member of the team to read the *Fire Note* that you've selected. This should be a task to be completed prior to attending the meeting. At the start of the meeting provide 5-10 minutes of review time for those who have not done so.
2. As people finish reading (some will be faster than others) get them to write down three issues that stood out to them from the *Fire Note*.
3. Get them to pair up and discuss the issues they identified. Then get each pair to identify an action or strategy that would address each issue. Once done, ask them to write these up on post-it notes and read them out to the group. Check for clarifications, then stick them up on the whiteboard.
4. Now lead the group through an Impact vs Capacity prioritisation of the actions they identified.
5. Label each of the actions identified by the team members alphabetically. Hence, if there are 10 ideas, label them from A-J.
6. Start with Action 'A'. Simply write 'A' on a post-it note, so participants can see it.
7. Ask the group to identify if this is an action that will have a high impact for the team.
8. If they answer yes, place the post-it note towards the top of the Y axis (i.e. high impact).
9. If not, place it toward the bottom of the Y axis (i.e. low impact).
10. Then ask if the team has a high level of capacity to achieve results in this area (i.e. they have the resources, skills and drive to implement this).
11. If they answer yes, place the post-it note on the right side of the X axis (i.e. high capacity).
12. If they answer no, place it on the left side of the X axis (low capacity).
13. Repeat the process for each action from A-J until all actions appear somewhere on the grid. i.e. asking if the focus area is of high/low impact or high/low capacity and placing it in the corresponding part of the grid.

REVIEW

1. Get participants to look at the spread of the actions across the grid.
2. Those sitting in the high impact/high capacity sector are the ones that they should work on first.
3. Next are those sitting in the high impact/low capacity.
4. Any sitting in the lower section of grid (i.e. low impact) should be reviewed at a later workshop.
5. Then get group members to split into teams and develop implementation plans for the actions in the high impact/high capacity sector.

SETTING UP THE IMPACT V CAPACITY GRID

- Use a large whiteboard for this exercise,
- Draw a X and Y axis on the whiteboard,
- Label the Y axis ‘Impact’,
- Label the X axis ‘Capacity’,
- Halfway along the X axis, draw a vertical dotted line, parallel with the Y axis (i.e. straight up, like at a 90 degree angle),
- Halfway along the Y axis, draw a horizontal dotted line, parallel with the X axis.
- You should now have four equal sectors in between the X and Y axes.

IMPACT V CAPACITY PRIORITISATION GRID

