Brainwriting with Google Jamboard

Why Jamboard?

Jamboard is an easy and simple tool that provides us with the ability to utilize "sticky notes" and free style drawings to create details, to build up the activities that occur within each process step of our SIPOCs. The goal is to conduct an activity that combines Brainwriting and Affinity Mapping/Diagramming. In a nutshell:
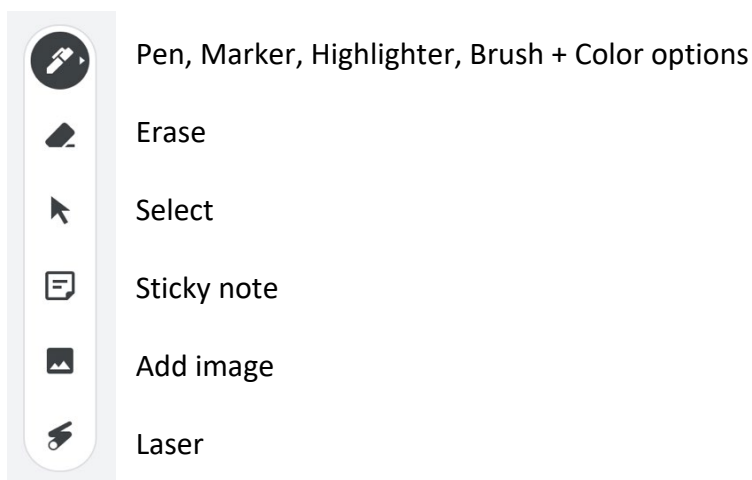
- Affinity Maps/Diagrams allows us to group ideas in various categories.
- Brainwriting allows users to participate without:
  o a single voice shadowing others
  o fear of contribution
  o having to worry about speaking out
- Brainwriting also eliminates the filtering by facilitator, which can introduce bias or any accidental omissions.

We will use the very basic versions of both activities in order to generate all possible actions and details that take place within each step of a SIPOC, understanding that we may have to add additional categories as we zoom in from the "satellite view" to "street level" perspective.

How do we use Jamboard?

It is super simple with 5 color sticky notes, multiple frames and free-style annotations/connections capabilities. While we will supply shareable links for the Brainwriting exercises, you can do the following to familiarize yourself with the tool:

1. Go to jamboard.google.com
2. Click the + in the orange circle located in the lower right corner of the screen
3. Select the background if you like (I like the dotted style so I can keep things neat and nicely aligned)
4. You have the following options in the vertical menu:

    Pen, Marker, Highlighter, Brush + Color options

    Erase

    Select

    Sticky note

    Add image

    Laser

5. Start by naming the Jamboard to coincide with appropriate SIPOC.

6. Next, SIPOC process steps can be added as top categories. All participants can now add their sticky notes, identifying microprocess steps along with connecting lines and/or other supporting details.
7. Depending upon the nature of the SIPOC, the number of microprocesses identified could begin to overcrowd a frame; in this situation, a frame could be used for each process step, as opposed to trying to fit all steps on a single frame.
8. When we complete a Jamboard, it can be exported to a PDF.

Jamboard in action…

We will invite the individuals that were identified during the RACI exercise to make sure we are capturing all relevant and pertinent information that can inform our Value Stream Mapping activities.

Below is a hypothetical example of what Bibliographic Initiatives might create during their Brainwriting session. Please be aware that this is not a true reflection of what the Bibliographic Initiatives groups does, and it is created just as an example.