Rapid Iteration Cycle

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Facilitation Script

Rapid Iteration Cycle

Category: Luma │ **Duration:** 1 day │ **Participants:** 6-12

Workshop Overview

This intensive, fast-paced workshop embodies the iterative design process by taking teams through multiple complete cycles of prototyping, testing, evaluation, and refinement in a single day. Participants will experience the power of rapid iteration, learning to build quickly, test effectively, evaluate systematically, and improve designs based on direct user feedback and structured analysis. The workshop compresses weeks of typical design iteration into an accelerated learning experience that demonstrates how rapid cycles lead to better solutions.

Workshop Objectives

- Master rapid prototyping techniques for quick iteration and learning - Conduct effective think-aloud testing sessions that reveal user mental models - Use systematic evaluation frameworks to guide improvement decisions - Create clear technical diagrams that communicate design changes effectively - Experience multiple complete iteration cycles in compressed timeframe - Develop comfort with rapid building, testing, and improving based on user feedback

Learning Outcomes

- Compressed weeks of work into focused sessions - Validated solutions through rapid testing - Clear go/no-go decision on concepts - Master rapid prototyping techniques for quick iteration and learning - Conduct effective think-aloud testing sessions that reveal user mental models - Use systematic evaluation frameworks to guide improvement decisions - Create clear technical diagrams that communicate design changes effectively - Experience multiple complete iteration cycles in compressed timeframe - Develop comfort with rapid building, testing, and improving based on user feedback

Materials Required

Rapid Prototyping Station: - Mixed prototyping materials: cardboard, foam core, tape, scissors - Digital prototyping options: tablets with prototyping apps - Basic craft supplies: markers, glue, pipe cleaners, modeling clay - Paper prototyping materials: sticky notes, printed UI elements - Quick assembly tools: binder clips, rubber bands, velcro **Think-Aloud Testing Setup:** - 3 dedicated testing stations with chairs and tables - Recording equipment: cameras or smartphones with tripods - Test script templates and facilitator guides - Observer note-taking sheets and clipboards - Privacy screens to separate testing from building areas **Bull's-eye Evaluation Station:** - Large bull's-eye target diagrams (3 sets) - Evaluation criteria cards for different assessment dimensions - Colored sticky notes for plotting findings - Markers for annotation and labeling - Priority ranking sheets **Schematic Diagramming Station:** - Large paper sheets and technical drawing templates - Rulers, straight edges, and drawing tools - System architecture templates - User flow diagram templates - Before/after comparison worksheets **Iteration Tracking Materials:** - Version control sheets for tracking changes - Change log templates - Digital cameras for documenting prototype evolution - Timeline tracking sheets - Learning capture templates

Pre-Workshop Checklist

- Room setup complete with tables arranged for group work
- All materials prepared and distributed

- Technology tested (projector, slides, timer)
- Participant list and name tags ready
- Refreshments arranged (if applicable)
- Backup activities prepared in case of time adjustments
- Emergency contacts and room information noted

Workshop Agenda

Time	Duration	Activity	Facilitator Notes
9:00 AM	15 min	**Activity**	Encourage networking. Have refreshments ready.
9:15 AM	45 min	**Activity**	Quick briefing on design challenge. Teams create first prototypes focusing on core functionality....
10:00 AM	60 min	**Activity**	Teams rotate through testing stations. Conduct think-aloud sessions and document insights....
11:00 AM	45 min	**Activity**	Plot test results on bull's-eye diagrams evaluating usability, value, and feasibility....
11:45 AM	60 min	**Activity**	Encourage networking. Have refreshments ready.
12:45 PM	60 min	**Activity**	Test improved prototypes. Compare results to Round 1 and document improvements....
1:45 PM	45 min	**Activity**	Evaluate Round 2 results. Create side-by-side comparison and plan final iteration....
2:30 PM	60 min	**Activity**	Final iteration incorporating all learnings. Focus on polish and completeness....
3:30 PM	60 min	**Activity**	Final round of think-aloud testing. Document complete iteration journey....
4:30 PM	30 min	**Activity**	Teams present complete iteration journeys. Share key learnings and discuss rapid iteration insights....

Facilitation Script

Opening (5-10 minutes)

SAY:

"Welcome everyone to the **Rapid Iteration Cycle**. I'm excited to have you here today. Over the next 1 day, we'll be working together to [main objective]."

"Before we begin, let's go around and do quick introductions - your name, role, and one thing you're hoping to take away from today."

> **Facilitator Tip:** Arrive 15-30 minutes early to set up the space and greet early arrivers. This builds rapport and helps participants feel comfortable.

Setting Expectations

SAY:

"Let me share a few ground rules for our time together:

- Every idea is valid - there are no bad ideas in brainstorming
- Build on each other's ideas - use 'Yes, and...' thinking
- Stay present - phones away unless for an emergency
- Timebox discussions - I'll keep us on track
- Have fun - the best ideas come when we're relaxed and engaged

Any questions before we dive in?"

Closing & Next Steps (10-15 minutes)

SAY:

"As we wrap up, let's take a moment to reflect on what we've accomplished today."

"I'd like each person to share one key insight or takeaway from our session."

> **Facilitator Tip:** Capture action items on a flip chart or shared document. Assign owners and due dates for each action item before ending.

Post-Workshop Actions

- Send thank you email with workshop summary within 24 hours
- Share photos of artifacts (sticky notes, sketches, etc.)
- Distribute any promised resources or templates
- Schedule follow-up if needed
- Collect feedback via survey
- Document learnings for future workshops

Troubleshooting Guide

If Participants Are Quiet

- Use round-robin techniques to ensure everyone speaks
- Try silent writing exercises before group discussion
- Break into smaller groups of 2-3 people
- Ask specific individuals for their perspective

If Discussion Goes Off-Track

- Acknowledge the point and park it in a "Parking Lot"
- Redirect: "That's interesting - let's capture that and return to our focus area"
- Reference the agenda and time remaining

If Running Behind Schedule

- Shorten break times (but don't eliminate them)
- Combine related activities
- Move detailed discussions to follow-up sessions
- Be transparent with participants about time constraints

This script is a guide - adapt it to your audience and context