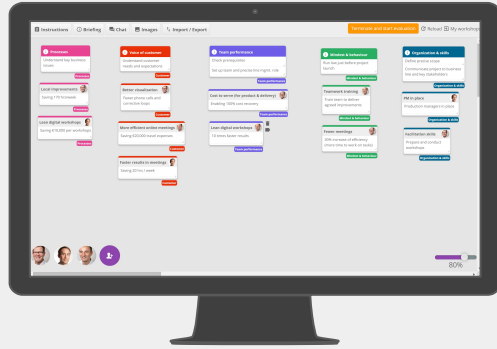


# Ideaclouds

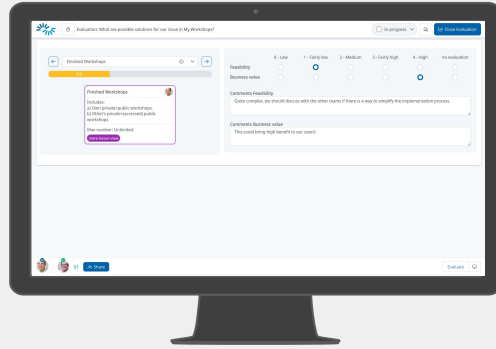
**Manual for participants**

# The Ideaclouds collaboration approach: 3 steps to better team results



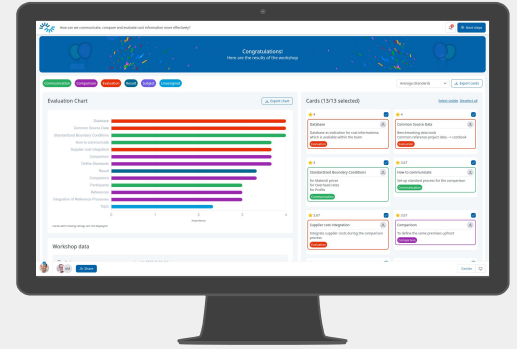
## 1. Contribute silently

Shared team workspace  
(e.g. Retrospective)



## 2. Evaluate in private

Private workspace  
(e.g. effort/benefit)



## 3. Get results & discuss


Ranking/diagram, export formats  
(Excel, Word, PDF)

**Brainstorm, group  
and cluster ideas**

**i Workshop rules**  
Please work silently!

Double-click on the whiteboard to create an idea card

Double-click here to enter a title

**Digital workshops** 

Improve cross-site teamwork by introducing "digital workshops"

Double-click here to edit the text



Import images

**Workshop rules**  
Please work silently!

**Digital workshops**

Improve cross-site teamwork by introducing "digital workshops"

This is the facilitator of the workshop



Use the zoom function



**Workshop rules**

Please work silently!

**Digital workshops**

Improve cross-site teamwork by introducing "digital workshops"

**Collaboration training**

We should learn to use different collaboration tool for different use cases.

Learn how to collaborate online with people you don't know.

**Enter title...**

Learn how to collaborate online with people you don't know.

Move a card by dragging it with the left mouse button on the head of the card.

Duplicate a card by dragging it with the right mouse button.

Merge cards by dragging a card and dropping it onto another card

**Workshop rules**

Please work silently!

**Digital workshops**

Improve cross-site teamwork by introducing "digital workshops"

Tools

Set a category

**Set category of this card**

Tools ✓ ● 🗑️ ✎

Training & learning ● 🗑️ ✎

Enter a new category... +

Click here when you're done

This participant has completed the task

Participant avatars: [Avatar 1] ✓ [Avatar 2] [Avatar 3] TU [Avatar 4]

# Rate ideas





Evaluation: What are possible solutions for our issue in My Workshops?

I'm done



Evaluation completed for this card

Your status: "In progress" or "Done"

Finished Workshops

3/8

Show next card

	0 - Low	1 - Fairly low	2 - Medium	3 - Fairly high	4 - High	no evaluation
Feasibility	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Business value	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

This is the 3rd card out of 8 cards

Finished Workshops

Private+public workshops.

b) Other's private+(accessed) public workshops

Max number: Unlimited.

State-based view

Comments Feasibility

I don't think this is feasible at all

Comments Business value

Don't know how much this would bring...

Evaluate current card. Certain techniques require only ratings, certain comments. This example shows the technique "Feasibility & Business Value".

Current card to evaluate

Nobody can see how you are evaluating: All participants are divided into separate rooms.

01

Number of participants that have status "I'm Done"

Evaluate

**View results and discuss**



Show/hide cards of specific categories

Congratulations!  
Here are the results of the workshop

Export selected cards

- Communication
- Comparison
- Evaluation
- Result
- Subject
- Unassigned

Card sorted by ratings

Ranking technique ▼ [Export cards](#)

### Evaluation Chart

[Export chart](#)



### Cards (13/13 selected)

[Select all](#)

★ 4 ✓

**Database** 👤

Database as indication for cost informations, which is available within the team

**Evaluation**

Try different ranking techniques to see what participants really think

**Benchmarking data tools** 👤

Common reference project data --> costbook

**Evaluation**

Select/Unselect cards for exporting, for following up (cf. "Next steps) or for mark cards while you change ranking techniques.

✓

**How to communicate** 👤

Set-up standard process for the comparison

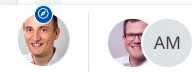
**Communication**

★ 3.67 ✓

**How to communicate** 👤

Set-up standard process for the comparison

**Communication**



Decide 📄

**Support**

# Contact us!

You want to conduct a workshop with your team, your customers or suppliers?  
You don't know how to best prepare and facilitate your workshop?

**No problem! We will be glad to help you.**  
**Get in touch with us: [support@ideacLOUDS.net](mailto:support@ideacLOUDS.net)**

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80802 Munich, Germany  
[www.ideacLOUDS.net](http://www.ideacLOUDS.net)

