

How to run a Collabolutions session

Collabolutions puts government and industry at the same table and makes them build the answer together. This guide is everything you need to run one, whether that is a forty person event or six people around a conference table. Print the three templates, follow the day below, and hold the room to the ground rules.

THE THREE TOOLS

PROCESS MAP The buying cycle, stage by stage. Tables mark what works, where it breaks, and one concrete fix. Surfaces the friction everybody feels but nobody names. 45 MINUTES	SOLUTION CANVAS One challenge, four quadrants, one page. Turns a complaint into something with an adoption path, a user, and a number attached to it. 60 MINUTES	IMPACT AND EFFORT Every idea gets plotted and argued over. Forces the room to choose instead of leaving with a list nobody owns. 45 MINUTES
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THE DAY

9:30 to 10:00	Check in and registration	Coffee, name tags, mixed seating. Put government and industry at the same table on purpose.
10:00 to 10:10	Welcome and introductions	Who is in the room and why. Set the ground rules below.
10:10 to 10:30	What is Collabolutions	Frame the day. This is not a sales meeting and not a listening session.
10:30 to 11:15	Walk the process map	Tables mark what works, where it breaks, and one fix per stage.
11:15 to 12:15	Solution Canvas, round one	Each table takes one challenge through all four quadrants.
12:15 to 1:00	Working lunch	Tables stay together. Keep talking.
1:00 to 1:45	Impact and effort	Everything from the morning goes on the 2x2. Argue about placement.
1:45 to 2:30	Report out	Five minutes per table. Canvas on the screen, no slides.
2:30 to 3:00	Commitments and close	Owner and date for every Do It Now item, or it does not count.

GROUND RULES, READ THESE OUT LOUD

1 Nobody sells

No pitches, no capability briefs, no business development. A table that turns into a demo stops being useful to the government people in it.

2 Say the real constraint

Budget, timeline, policy, staffing. The half of the problem people leave out is usually the half that matters.

3 Government talks first

In each round, the mission side frames the problem before industry proposes anything. It changes what gets proposed.

4 Write it down or it did not happen

The canvas is the record. If it is not on the page, it leaves the room with one person and dies there.

5 Every commitment gets a name

Not a team, not an office. A person, and a date.

WHAT TO BRING

PER TABLE OF SIX TO EIGHT PEOPLE

One Process Map printed at 24 by 36 inches or two sheets of 11 by 17 taped together, three to four Solution Canvases printed at 11 by 17, one Impact and Effort Matrix for the room printed large or drawn on a flip chart, two pads of sticky notes in two colors, one for government and one for industry, and a marker per person. Thick markers only. If it cannot be read from across the table it will not make it into the report out.

Seat people deliberately. Left to themselves, government sits with government and industry sits with industry, and you lose the whole point of the day. Assign tables at check in.

AFTER THE SESSION

THE FORTY EIGHT HOUR RULE

Photograph every canvas and every wall before the room is broken down. Within two days, send each participant the photos, the commitment list with names and dates, and one paragraph on what happens next. Momentum from a session like this has a short shelf life, and the follow up is what separates a good day from a real outcome.

Send the outputs to Collabolutions and we will fold the findings into the market intelligence we publish back to the community, with your attribution or without it, your call.