

# Remote Lightning Decision Jam

FACILITATOR GUIDE

**MB Collab**

[MBCollab.com](https://MBCollab.com)

# Why Lightning Decision Jam?

Lightning Decision Jam is a process that helps teams solve problems and create an action plan in 90 minutes or less. It's helpful when you need to focus on important points and replace all open, unstructured discussion with clear process. Good candidates for Lightning Decision Jam would be:

- Move the project forward
- Internal processes
- Improving collaboration and culture
- How to bring the voice of the customer into the org

## What You Need for a Remote Session?

- Defined problem statement
- Online Collaboration tool like Mural or InVision Freehand with a prepared template
- Online Timer if you are using a tool without timer
- 2 to 8 participants

### **TIPS FOR A SUCCESSFUL SESSION**

- Allow time for participants to get familiar with the online whiteboarding tool.
- Always have a backup tool in mind in case you run into technical difficulties
- It's a good idea to have two facilitators or coaches to help facilitate exercises or organize the virtual whiteboard
- Create a template of your board in a collaboration so you can reuse it later for other workshops

# Running a LDJ Remote

Start the session with :

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## 1. Problem Statement

Go over the problem you will be trying to solve today and give a background on the process.

Time **10 min**

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## 2. Tool Overview

Start with getting your team familiar with an online tool. Do a 5-10 minute demo to show how to add sticky notes, vote and navigate around the canvas.

Time **10 min**

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## 3. Brainstorming Rules

Brainstorming rules are necessary for a successful session:

- Stay focused on topic
- Defer Judgement
- One conversation at a time
- Encourage wild ideas
- Build on ideas of others
- Go for quantity



Time **5 min**

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## 4. Creative Warmup

Helps get the team in the brainstorming mindset.

Time **5 min**

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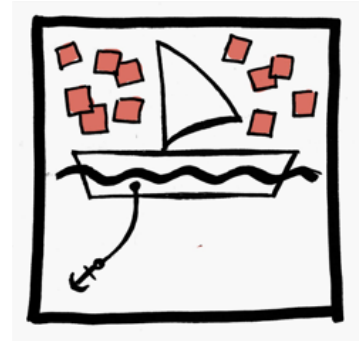
# Lighting Decision Jam

STEP 1

## Start with Things that are Working

Without discussion write all the things that are working well with the topic.

Time 4 min

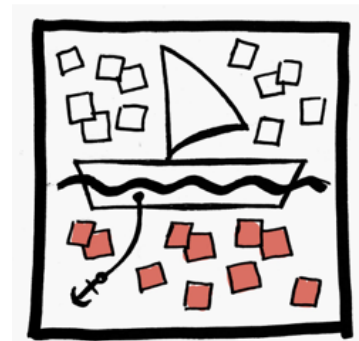


STEP 2

## Capture All the Problems

Without discussion write all the challenges, annoyances, mistakes or concerns with the topic.

Time 5 min

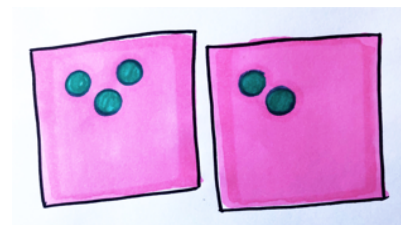


STEP 3

## Prioritize problems

Each member gets 3 sticky dots—everybody must now vote on the challenges they consider to be the most pertinent to solve, without discussion. Do not use dots on the positive sticky-notes, only the problems.

Time 3 min



STEP 4

## Reframe Problems as Standardized Challenges

Facilitator will rewrite the problem in the form of a standardized How Might We statement. This will help us create solutions.

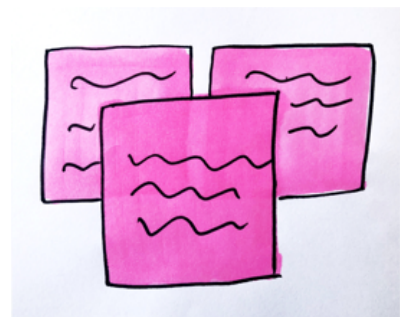


Time 3 min

STEP 5

## Ideate Without Discussion

Now each team member is given 5 minutes to write multiple solutions (1 per sticky-note) for the How Might We Statement, in silence, without any discussion.

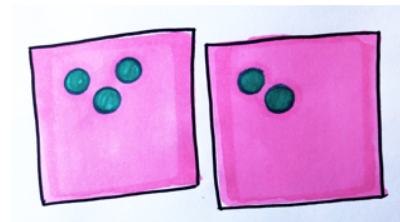


Time 5 min

STEP 6

## Prioritize Solutions

Vote on the solutions they think would best solve the How Might We Statement.



Time 5 min

## STEP 7

### Decide What to Execute on

Now we use a simple effort/impact scale to determine which solutions are simple enough to try right away, which are more effort and should be added to a project backlog, and which perhaps shouldn't be addressed at all.



Time 10 min

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## STEP 8

### Make Solutions Actionable

Now we take the “sweet-spot” solutions and come up with 3 actionable steps toward testing the solution. The person who wrote the solution can start with a suggestion. Action steps to test out the idea should be able to be completed in a timeframe of 1-2 weeks.



Time 10 min

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## OPTIONAL STEP

### Repeat Step 3 to Solve More Than One Problem

For each problem you'd like to solve, rewrite each sticky-note as a How Might We. Then continue with steps 4-7, identifying solutions for multiple problems at the same time. Any problems you decide not to solve now, can go into a backlog and can be picked up from step 3 another day.

Time 10 min

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Learn more about Lightning Decision Jam: <https://ajsmart.com/courses/lightning-decision-jam/>