

123 Innovate® Instructions

Thank you for using our *123 Innovate® Collaboration Cards*. Our purpose is to provide you with a practical tool to produce unique innovation action plans for every situation.

There are 2 decks of *123 Innovate® Collaboration Cards* – red and black. The red deck is designed for individual use. The black deck is designed for use by a small team sharing one deck.

1. **Preparation:** Go to our website <http://www.hargraves.com.au/resources/innovation-tools/123-innovate-collaboration-cards/> to download and print the following 2 documents:
 - a) **123 Innovate® Place Cards** (to complement the *123 Innovate® Collaboration Cards*).
 - b) **'Make it Happen'** template (printed double sided A3 landscape).
2. **Introduction and definitions.** Read Place Cards 1, 2 and 3. The process of innovation consists of people plus 3 parts – individual, insights, ideas and action. All 3 parts are equally important and can be arranged in any order.
3. **Innovative people.** Read Place Card 4. The actions of innovative people are characterised by the behaviours of See, Think and Do which mirror the definition of Insight, Ideas and Action.
4. **Innovation in action.** Each of the process steps – Insight, Ideas and Action — can be approached by each of the innovation behaviours – See, Think and Do. This combination results in a collection of 9 action items that are the building blocks for the 123 Innovate® process. The underlying principle of 123 Innovate® is that the 9 action items can be completed in any order or combined to produce a unique process for every situation. This is represented on Place Card 5.
5. The 5 step process shown on Place Card 6 is an example of one of the many possible combinations.
6. The 123 Innovate® 4 box grid shown on Place Card 7 is another example of a possible combination.
7. For simple problems and opportunities the 'Make it Happen' template is a starting point for your innovation action plan.
8. Arrange the 9 red Place Cards into the 3 x 3 or 9 action item layout as presented on Place Card 5.
9. Read each Place Card. The words reflect tips and hints to help you improve your innovation process.
10. Review the red *123 Innovate® Collaboration Card* deck. To familiarise yourself, read each card, then place on the matching Place Card.

Individual Use (Red Deck)

Step 0: agree the scope of the problem or opportunity to be addressed. It is best to record the details in a problem statement.

Step 1: read all the red cards and select a small number as a relevant action required to be completed during the next time period of your project. 10 to 12 cards is a good number to select. Depending on your situation and history the cards may come from any of the 9 action items.

Step 2: sort the selected cards into a short list and arrange cards in the order of priority to be completed. Record the relevant questions from the cards and return all cards to the deck.

Step 3: complete your action plan and start the next part of your innovation project.



Team Use (Black Deck)

Step 0: is the same for individual and team play. The team discusses and agrees the scope of the problem or opportunity to be addressed. The best group size is 4 to 6 people for each deck used. For large groups, additional decks may be required.

Step 1: share the black cards equally and randomly to team members. Each team member selects the relevant cards and returns the remainder to the deck. Team members then read their selected cards, one at a time, and the team discusses the importance of the card. If agreed, the relevant team member records the question onto a slip of paper and the card is returned to the deck. The purpose of translating the card onto paper is to allow for customising the question to suit your situation. Continue until all cards are returned to the deck.

Step 2: the team arranges the papers into a proposed order for completion and/or assign relevant tasks to different team members.

Step 3: complete your action plan and start the next part of your innovation project.

The 123 Innovate® cards have been developed for all situations, for individuals and teams everywhere. Some cards may never be relevant to your unique situation. It is recommended to set aside these cards prior to each instance. We hope you enjoy using your *123 Innovate® Collaboration Cards*.