



Facilitator notes: Module 5d – Finalising Ideas

What are the aims of the module?

The aim of this workshop is to finalise the experience or exhibit concept ready to send to the designers to be produced.

NOTE: Depending on your timeline/the scope of the project, this workshop can be repeated as many times as is needed for the final design to be signed off by the museum and co-creators. This can include prototyping elements and materials.

What is in this module?

Pre-workshop activities

The only pre-workshop activity for this module is to circulate the workshop materials in advance.

What is it?	Type of activity	What format is it available in?	How long will it take to do?
Circulate materials in advance (including a schedule for the session)		email	

Workshop

NOTE: This workshop can be split into two. Depending on your timeline, you might like to spend more time meeting with the designer[s] and/or working on the brief.

The Concept Brief	
Reminding ourselves of the brief	5 mins
Meeting with the designers	
Designers join the workshop	1 hour
Break – 25 mins	
Finalising the brief	
Part A: post meeting debrief	10 mins
Part B: Finalising the brief	45 mins
Wrap up discussion	
Round-up and next steps	5 mins

Total session: 2.5 hours

Post workshop activities

There is one post-workshop activity for the co-creators. To sign off the final Concept Brief.

There is a **reflective log** for museum staff who attended the workshop. You will also need to complete the final version of the Concept Brief with any museum-specific information, email the final concept brief to the co-creators for sign-off and then, once everyone is happy, send it on to the museum designer[s].

What is it?	Type of activity	What format is it available in?	How long will it take to do?
Sign off on final concept brief	Co-creators	Screen readable form	

A reflective log	Individual (Museum only)	Screen readable/printable worksheet	Approx. 10 mins
Email final concept brief to co-creators	Facilitator		
Email final concept brief to museum designer[s]	Facilitator		