

a clear statement of values and expectations for a collaboration

MANIFESTO

A tool to create your



Manifesto example

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These questions guide me in forming a manifesto

What do I need to work well?

What do I need others to understand about my process?

What do I assume?

What does each of us need to stay engaged and safe?

What is the vocabulary in my fields that may be unknown?

CREDITS

Physical presentation concept adapted from Stine Frandsen's work « Walk Stop Touch Listen See Feel Move ».

Stitched by Astrid Sten Andersen, on a Thursday night.

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Frame of the work

What is gonna be our relationship with time ?

Some examples:

- " We are ok to have until 5 min late. If more, we write to say we are late. "
- " We end meetings on time. "
- " Our work sessions are never more than 3 hours. "

How do we want to communicate digitally ?

Some examples:

- " We communicate only through email and we use Google Drive to share documents. "
- " We agree on follow-ups after three days without answer - they are not pushy, they are helping. "

How do we want to have our breaks ?

Some examples:

- " We take small breaks whenever we want; we have a 1 hour-break, for lunch. "
- " During breaks we stretch our bodies. "

What is our relationship to responsibilities ?

Some examples:

- " If someone can't complete their task, they ensure it is handed off, unless a serious situation makes that impossible. "
- " If we raise a problem, or we propose a solution or we decide who will take it in charge. "

Collaboration practices

What is our relationship to emotions ?

Some examples:

- " We have an emotional check-out at the end of each meeting (10 min). "
- " When negative emotions happen while working together, we address it to release the tension immediately ("you seem irritated, is there something annoying you?") "
- " We see questions as at least relevant for one of us so therefore relevant for both; We see questions as a way to understand the other and not an aggression. "

Should our sessions be guided ?

Some examples:

- " Each session has a designated facilitator, a concrete goal, and a plan. "
- " We create collectively in a flow, with no assigned facilitator. "

Do we work with feedback? How ?

Some examples:

- " We only give feedback if it has been asked by the other. "
- " We add the next milestone only when the current one is achieved. "

Do we work with milestones ?

Some examples:

- " We write milestones that lead us until the last step of the project. "
- " We only write a further milestone when one has been reached. "

Do we documente our work ? How ?

Some examples:

- " We make a short 3-minute video at the end of the day summarizing our work. "
- " We take pictures during the work sessions. "