

## Interactive Brainwriting

### Basic method:

1. Each person writes down their ideas in response to a question or problem.
2. When finished, they pass their paper to the next person who then reviews the ideas and adds to them.
3. Once the papers have made a full round, the team shares all the ideas (usually on a whiteboard).

### Detailed steps:

1. **Introduce:** Explain the procedure to everyone.
2. **Paper:** Hand out paper for each person to write down ideas (for their own & for others' ideas)
3. **The What:** Provide a clear and legible problem statement. (You could print out a page with the statement at the top, project the statement on a slide, or write it on a board.)
4. **Time-Boxing:** Describe the timing of the brainwriting (for example, two minutes for the first round, and one minute for the subsequent rounds) and the process for passing the pages (for example, counterclockwise around a table).
5. **Clarification:** Ask if anyone has any questions about the problem statement or the brainwriting process.
6. **During the process:** Announce the end of each round and ask people to pass their paper to another person. Remind people to read the ideas quickly before entering their own ideas and to feel free to add, modify and combine ideas. Let people know that extra paper is around the room if they run out.
7. **Now what?** At the end of the session, collect the brainwriting pages and post them for comment, additional ideas, or review.