

How to run a visioning and backcasting session

Visual story and future radars

Who is this for: Programme leaders, people supporting programme design process, people guiding project processes

Level of difficulty: Moderate – requires a facilitator and preparation

Time needed: 2-3 hours to do both visioning and backcasting

When you might need this guide: Preparing to run visioning and backcasting

Other guides to also use: Runsheet for visioning and backcasting

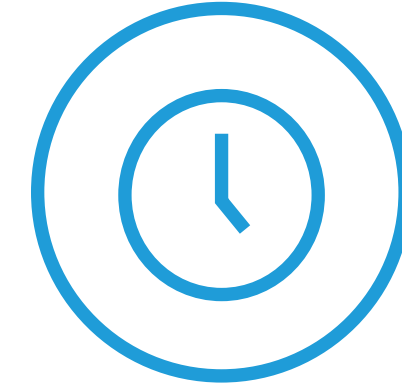
Steps:



Identify purpose of the workshop and who needs to be there. Purpose may be different for different groups involved.



Clarify what outputs and outcomes you need from the workshops.



Set a suitable **date and time**. Aim for in person if possible, processes will need to be simplified if doing online.



Refer to the 'Visioning and backcasting **runsheet**' for a process that can be adapted to your needs.



Refer to the **Visual Toolbox** for System Innovation for additional background information if required.



Important Considerations:

Facilitation

This process requires direction by a facilitator. Ideally this person would also be confident to identify emerging themes and groupings in the data generated during the workshop.

Representing diverse views

Ideally, stakeholders should be involved in this process. If this is not possible, appoint some of the workshop participants to represent stakeholder views.

Timing and energy levels

The visual story process, in particular, requires creative thinking and energy. It may be best to avoid scheduling this soon after lunch or towards the end of a workshop process.

Group set up

If working with a small group (less than 10), the whole group can work through activities together. However, larger groups will need to divide into smaller groups for discussion. These processes are likely to work best if each group includes creative or big picture thinkers.

Outputs you can expect

- Thoughts on what a desirable future might look like for your group and programme (may need to be clustered after the workshop, if not done during)
- A draft 'cover story' about your group's desirable future
- An initial timeline of changes that need to happen to achieve your vision, sorted by feasibility and the influence the project has over these
- An initial timeline of activities that the project needs to undertake to support these changes, sorted by effort needed and impact

Outcomes that may be achieved

- A more united vision
- Greater understanding of the different visions and priorities held within the group
- Awareness of what changes and partners your project to achieve your desired impact
- Draft research activities that will contribute to your desired impact/vision