

## AIRPORT ACTIVITY

The Airport Activity is a simple group activity, often completed toward the end of a project 'kick off' workshop. The aim is to get commitment from people in the room to be an active part of the working group and steering committee. Using the components of the airport diagram as a metaphor for describing roles and responsibilities, participants are able to have a conversation focused on agreeing on the project governance (decision making) approach in a way that is inclusive. Having clear expectations at the beginning of a project is a great way to set it up for success.

### Instructions:

1. Prior to the workshop, have the Airport picture printed out (it is at the end of this document) as an A0 sized black and white print out and stick it on the wall. Make sure you have enough black pens for the whole group, as well as lots of small sticky notes (ideally no more than 1cm in height) that have just enough room to write a name on them.
2. Once the scope and expectations of the project have been fully explained have everyone in the room write their name on one of the sticky notes.
3. Congregate around the Airport picture and explain that the airport is a visual metaphor for the project, and quickly explain what each area of the airport means. Be sure to re-iterate that being 'on the plane' is the working group, and articulate the expectations of being a part of the working group (i.e. attending meetings etc...)
4. Have each person in the room stick their name on the airport.
5. Pick a few names that are not on the plane and ask them what it means to them to be in that part of the airport. Make sure if someone does not put themselves on the plane that should be on the plane that you call that out.
6. Finally, ask the group what other names for people that are not in the room need to be on the airport picture, and get them to stick those names up as well. Take an action to engage these people after the meeting.



