

Garden of Kairos

Use cases

1 Annex: use cases

The following use cases detail a number of core activities that will take place in the community. They help to make clear which activities will take place, which organization is required and which value is offered.

Note: we will align this document with the governance document when ready. We have to check all roles involved.

1.1 The Community as a project motor

Goal	The community actively searches for and starts projects with value for the community.
Starting point	The starting point is the roadmap (travel guide) of the community.
Scope	All projects are selected from the roadmap.
Process (what will take place)	<ol style="list-style-type: none"> 1. The board will set up a small project group to be the project motor. Members are community members. A new project group will be set up on a regular basis, e.g. every 3 years. 2. The project group will make a list of projects to be done. 3. It will actively search for projects and community members who want to participate. For this, it can organize brainstorm sessions, pitch & match sessions, etc. It can also try to bring starting or running projects into the community. It can also search for funding. 4. The proposed projects are discussed with the community (board, members). 5. A final list of projects is made and communicated to the community (and outside as well for PR purposes). 6. Community members can start and do the projects. See next use case.
Roles involved RASCI format: R=Responsible; A=Accountable; S=Supportive; C=Consulted; I=Informed	R: Project group appointed A: Board S: Interest groups to discuss possible projects, with community members. Experts from outside can be asked for help. C: - I: All community members, general assembly.
Results for the Community	<ul style="list-style-type: none"> ▪ Projects to be done ▪ Lessons learned: knowledge, insights, as far as not proprietary. The IP will be of the community members that do the projects. ▪ Access to international projects, EU projects.
Critical factors	<ul style="list-style-type: none"> ▪ Projects must be done by at least 2 members. ▪ Openness about plans and projects. ▪ All community members must have the possibility to participate. ▪ The project motor must have new members on a regular basis, e.g. each 3 years. ▪ The project motor must represent the various branches that the members operate in.



Financial aspects	<p>Starting point is that hours spent by community members will not be paid. A third party outside the community or a community member can be paid if a considerable amount of time or costs have to be made. This has to be approved upfront by the Board and the general assembly. Subsidies can also be used for funding.</p> <p><i>To be filled in when the governance document is ready: for which budget the board can decide and for which budget the general assembly has to decide/be involved. Should be in line with the governance document.</i></p>
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1.2 Projects by community members - endorsed by the community

Goal	Community members do projects with added value for the community. The community endorses these projects.
Starting point	Projects can be started from the results of the project motor (see above). They can also be started by community members on their initiative.
Scope	Projects have to fit into the roadmap (travel guide). If not, projects that are according to our values can be endorsed as well.
Process (what will take place)	<ol style="list-style-type: none"> 1. One or more community members have a project idea. 2. The project idea is presented to the board. The board decides if the project fits in the roadmap or is in accordance to the community values. 3. The community members execute the project. The community provides a standard cooperation agreement for the cooperation. 4. The community members that execute the project inform the community about their progress and result. They can have a meeting on a regular basis (each 3 months) with an expert group of community members, which can be formed for this project/group of projects or with the board 5. An expert review can be done on request by the project. 6. Results and lessons learned are shared with the community, as far as these results are not proprietary or confidential
Roles involved RASCI format: R=Responsible; A=Accountable; S=Supportive; C=Consulted; I=Informed	R: Community members that do the project. Parties outside the community can participate as well, although it is recommended that all parties involved are community members. A: The community members that do the project are fully accountable (for result, legally, financially). S: Community members can provide expert reviews or provide other help if asked for by the project members. C: Board I: All community members will be informed.
Results for the Community	<ul style="list-style-type: none"> ▪ Knowledge, lessons learned, best practices ▪ Technologies ▪ For the community members that do the project: endorsement by the community and PR value of this. Access to experts and help; easy access to (international) partners.
Critical factors	<ul style="list-style-type: none"> ▪ Projects have to be done by at least 2 community members. ▪ Openness, communication of progress and results
Financial aspects	To be worked out: # percentage of funding if the community helped to acquire this. No other fee. If community members have to provide substantial help, it is up to the parties involved to make financial agreements for this.



1.3 Projects by the community

Goal	The community can do projects with value for all community members.
Starting point	The board can start these projects, in consultation with the general assembly of the community.
Scope	Projects have to benefit all community members. These can be e.g.: to maintain the roadmap (travel guide) , a training in new skills and technologies, communication, acquire funding and subsidies.
Process (what will take place)	<ol style="list-style-type: none"> 1. The board or the general assembly proposes the project. 2. The community (the general assembly) approves the project. 3. A project group is formed to do the project. 4. The project is done. 5. If required, community members can provide an expert review or provide other help. 6. All community members are involved and informed.
Roles involved RASCI format: R=Responsible; A=Accountable; S= Supportive; C=Consulted; I=Informed	R: Project group appointed to do the project. A: Board S: Community members and/or parties outside the community C: Community (general assembly) I: All community members
Results for the Community	<ul style="list-style-type: none"> ▪ Project results ▪ If the project results are paid for, fees paid.
Critical factors	<ul style="list-style-type: none"> ▪ Involvement and support of all community members. ▪ Openness
Financial aspects	Funding and subsidies can be acquired. Depending on the specific project, project results have to be paid for. Community members will have a discount or may have the results for free.



1.4 Micro-projects

Goal	Community members can do micro-projects to test and experiment. They have value for the community and can generate PR inside and outside the community.
Starting point	In most cases, micro-projects will be started by community members. They can also be started from the results of the project motor (see above).
Scope	Projects that are according to our values and/or fit into the roadmap (travel guide).
Process (what will take place)	<ol style="list-style-type: none"> 1. One or more community members have a project idea. 2. The project idea is presented to the board. The board decides if the project fits in the roadmap and/or the community values. 3. The community members execute the project. The community provides a standard cooperation agreement for the cooperation in micro-projects. (part of the governance document). 4. An expert review can be done on request by the project members. Other community members can be asked for assistance. 5. Results and lessons learned are shared with the community, as far as these results are not proprietary or confidential
Roles involved RASCI format: R=Responsible; A=Accountable; S= Supportive; C=Consulted; I=Informed	<p>R: Community members that execute the project. Parties outside the community can participate as well, although it is recommended that all parties involved are community members.</p> <p>A: The community members that do the project are fully accountable (for result, legally, financially).</p> <p>S: Community members can provide expert reviews or provide other help if asked for by the project members.</p> <p>C: Board</p> <p>I: All community members will be informed.</p>
Results for the Community	<ul style="list-style-type: none"> ▪ Knowledge, lessons learned, best practices ▪ Technologies ▪ For the community members that do the project: stamp of approval and PR value of this. Access to experts and help; easy access to (international) partners.
Critical factors	<ul style="list-style-type: none"> ▪ Projects have to be done by at least 2 community members. ▪ Openness, communication of progress and results
Financial aspects	In most cases: none. In case of funding and otherwise, see by projects above.



1.5 Community members provide consultancy

Goal	The community members provide consultancy to customers: parties inside or outside the community.
Starting point	The community is asked for consultancy by a customer inside or outside the community. The community will not actively seek for customers.
Scope	The customer decides which consultancy is required. It will be part of the digital transformation, otherwise he will not contact the community. It may e.g. include: Make business strategy for digital transformation. Make technology choices. Assist with technical issues. Have training. Acquire funding and subsidies.
Process (what will take place)	<ol style="list-style-type: none"> 1. A customer contacts the community with a request for consultancy (<i>persons to be contacted to be decided, see governance document</i>). 2. This request is distributed to the whole community. <ol style="list-style-type: none"> a. All community members can respond to this request directly to the customer. They decide if they can provide the consultancy. b. It is up to the customer to choose one or more community members to contact. The community has no role in this decision process. 3. If the customer chooses a community member, the chosen community member will provide the consultancy. The community member can ask the other community members for further assistance. The community will not review or check the consultancy. 4. The results of the consultancy are communicated to the community, as far as the customers allow this.
Roles involved RASCI format: R=Responsible; A=Accountable; S=Supportive; C=Consulted; I=Informed	<p>R: The community members which provide the consultancy are fully Responsible to provide the consultancy</p> <p>A: The community members which provide the consultancy are also fully Accountable (legal, financial).</p> <p>S: The community members can support of help, if asked for.</p> <p>C: Board</p> <p>I: The community is informed about the results. The customer decides if, and to which level of detail, this is allowed.</p>
Results for the Community	<ul style="list-style-type: none"> ▪ Lessons learned (as far as the customer allows this)
Critical factors	<ul style="list-style-type: none"> ▪ The community has to make sure that all members are informed about the request and all have an equal chance to contact the customer. ▪ The community has no role in advising the customer which member to select. ▪ The community does not review or check the consultancy.
Financial aspects	<ul style="list-style-type: none"> ▪ We leave to the parties involved if they give a discount to other community members or not ▪ There is no fee for the community.



1.6 Sponsorship

Goal	To acquire funding, tools or other resources that benefit the community.
Starting point	Any organization can be a sponsor. While preferred, sponsors do not categorically have to be members of the community.
Scope	<p>The following can be sponsored:</p> <ul style="list-style-type: none"> ▪ The community as a whole ▪ Events or activities of the community (e.g., seminars, yearly events, interest groups, etc.) ▪ Individual community projects <p>Note that organizations can only sponsor projects that they themselves do not participate in. One organization can be a sponsor for one project and a participant in another but cannot be both a participant and a sponsor within one and the same project.</p>
Process (what will take place)	<ol style="list-style-type: none"> 1. An organization proposes to sponsor or is asked to sponsor. 2. The sponsor works out a proposal for this, possibly in cooperation with community members. 3. This proposal is sent to the community board for approval. 4. If the board approves, the sponsoring can take place. The sponsor is mentioned on the community website and in all PR and communication about the community, event or activity, or the project as sponsor. 5. In case the board disapproves the proposal, the board will ask for further information and discuss this with the parties involved. If the board sticks to this disapproval, the proposed activities can still take place. However, the sponsor will not be mentioned as sponsor, neither by the community nor in any project communication.
Roles involved RASCI format: R=Responsible; A=Accountable; S=Supportive; C=Consulted; I=Informed	R: Sponsoring is provided by the sponsor. A: Board of the community has to approve the sponsoring, otherwise the sponsor cannot be mentioned as such in any communication. S: - C: Other community members can be consulted. I: Community
Results for the Community	<ul style="list-style-type: none"> ▪ The community project has required tools or other resources for free or with a discount. Or has funding. ▪ For the sponsor: PR (on community website and in other project communication). Feedback on the use of software, tools, etc.
Critical factors	<ul style="list-style-type: none"> ▪ The community should be independent from specific sponsors. The sponsoring may not interfere with the goals of the community or the sponsored activities or projects. ▪ Sponsors cannot claim exclusivity. ▪ If you are a participant in a project, you cannot sponsor that project.
Financial aspects	Sponsoring can be done in kind (tools, resources) or with funding.

