

PRIVILEGE WORKSHEET

How to use

This worksheet was designed for use after a project is completed, to reflect back on it. However, it may also be helpful and adapted for use during the planning phase, before the beginning of a project. It's recommended to do this activity in a group, with each designer filling out their own worksheet.

Time needed: 35 – 45 min.

PRIVILEGE

What is it

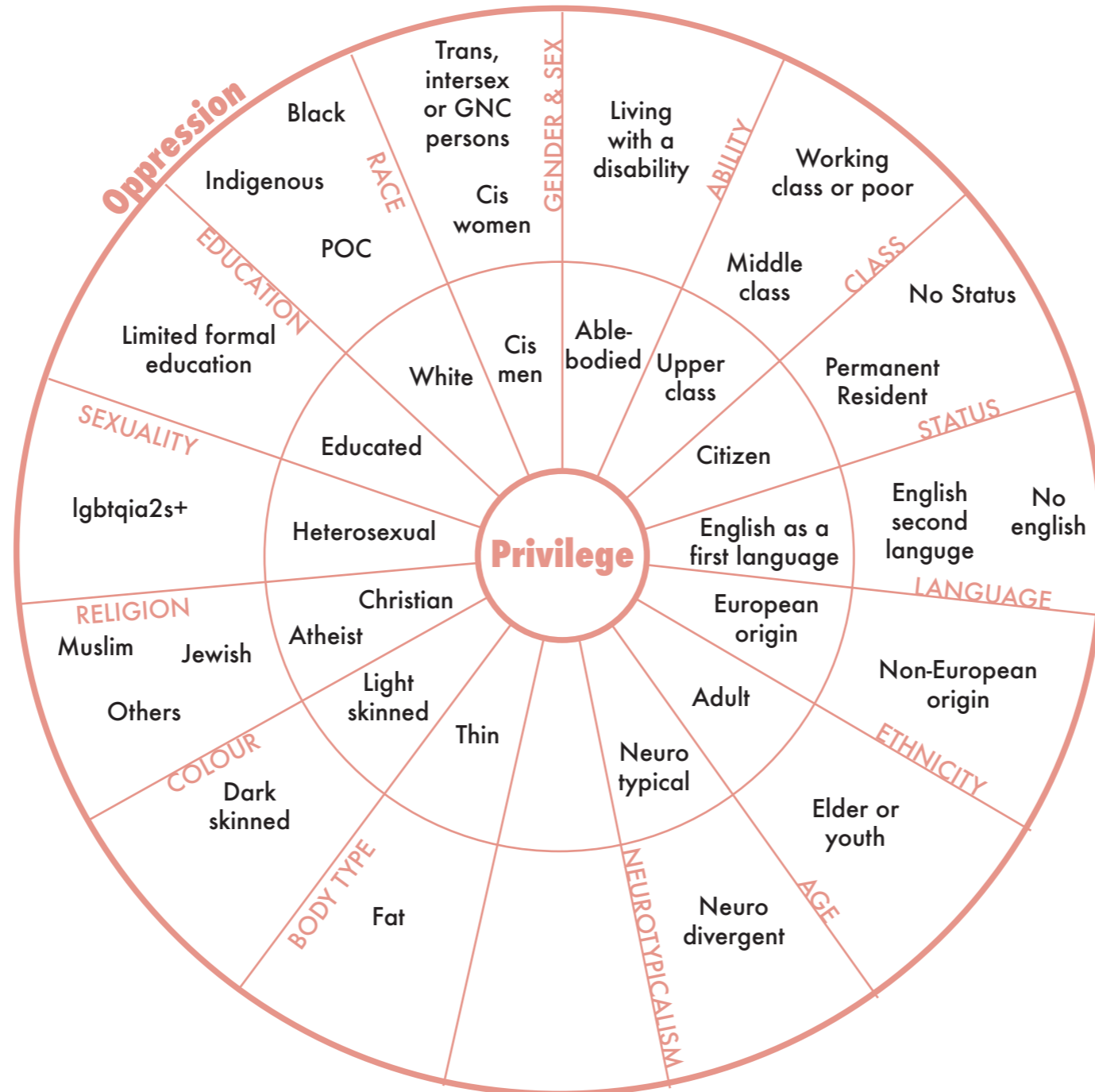
Privilege is the type of power you get from a social relation whereby you benefit due to the social group you belong to, at the expense of another social group. It is an unearned advantage given to you because of your identity. It is possible to both have privilege and experience oppression at the same time, since identity is intersectional. When you have privilege, it is often invisible to you.

How to

1. Look at the different identities in the web. For each category (eg. class) take a marker and colour in the area that corresponds to your identity (eg. middle class). Add in any categories that are missing in the 2 blank sections and colour in accordingly.
2. Write down the privilege you have, and the resulting advantages that you and others may have had in your last project as a result.
3. Write down the impact of privilege and oppression on the project.
4. Discuss 2 & 3 in a group.

1. Recognize your own privilege

Which parts of my identity give me privilege? The identities in the inner circle are privileged, where as the identities in the outer circle are more oppressed (this can vary depending on geographic context and other factors).



2. Name your privilege

What privilege do I have? What advantages do I experience in my daily life as a result? What biases and blind spots might I have brought into this project as a result?

3. Understand impact

What advantages did those with privilege experience in the design process? Who may have been unintentionally excluded or marginalized as a result?

4. Discuss in a group

ACCESS POWER WORKSHEET

How to use

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Time needed: 35 – 45 min.

ACCESS POWER

What is it

Access power is the ability to influence who is included in and who is excluded from the design project and process.

How to

1. List ALL of the stakeholders that may be impacted by the design project and the social issue it aims to address. Include yourself (eg. designers). Next, mark an X through the circles of stakeholders who were not included in the design process.

2. Use the design process template, or make your own on a separate sheet of paper. Write down the actors that had access in each phase. Draw a star on the phases with the most important decisions.

3. Reflect on the way actors were invited to participate using the guiding questions.

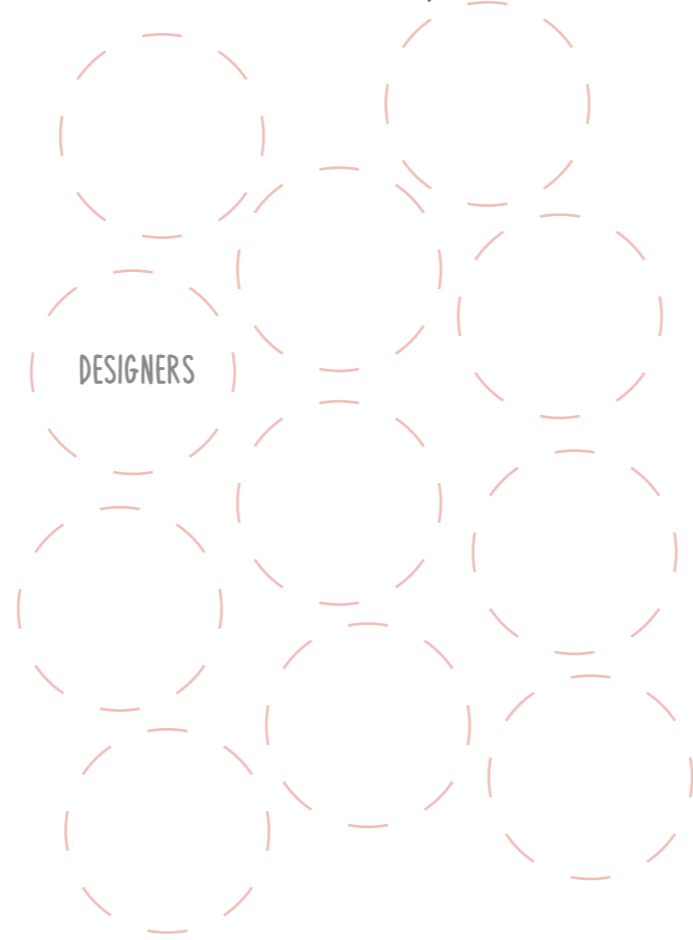
4. Using the guiding questions, reflect on the impact of access power in the project.

5. Discuss in a group. Write down any new insights.

6. Using the spectrum, indicate the amount of access power you had in this project.

1. Who's in

Who are the stakeholders involved in the issue? Who was included and who was excluded from the design process?

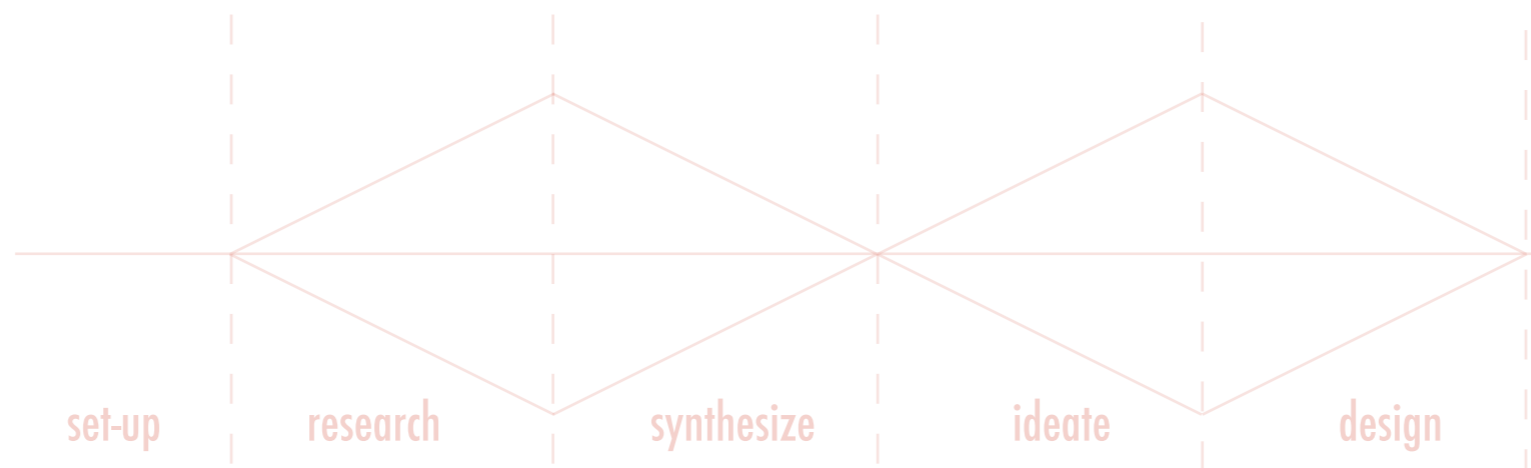


3. Invitations

How were different actors invited to participate? How might the nature of the invitation affect their feelings of inclusion? Who decided who was included? What was the reason for inclusion/exclusion?

2. Points of access

Is access the same throughout the design process for each actor, or does it change? In which phases was access more valuable and/or influential? Use the double diamond design process as a template, or make your own project timeline on a separate piece of paper.



4. Understand impact

Who was not represented? How might this have impacted relationships in the larger ecosystem? How might this have impacted outcomes?

5. Discuss in a group

6. Your access power

How much access power did I have in the design process?



GOAL POWER WORKSHEET

How to use

This worksheet was designed for use after a project is completed, to reflect back on it. It is recommended to first complete the privilege and access worksheets. It may also be helpful and adapted for use during the planning phase, before the beginning of a project. It's recommended to do this activity in a group, with each designer filling out their own worksheet.

Time needed: 30 – 40 min.

GOAL POWER

What is it

Goal power is the ability to initiate the design project to begin with, as well as the ability to influence decisions related to framing the problem, defining desired outcomes and structuring the design process.

How to

1. Write down the problem framing, as well as the desired outcomes/goals of the project.

2. Add the actors who had access to the design process onto the map. Place those who are most impacted by the problem in the inner ring, and those who are impacted less, or indirectly in the outer rings. Use a red marker to circle the actors that initiated the project. Use a green marker to circle the actors that were involved in framing the problem, setting goals and/or setting up what the design process will look like.

3. Write down the impact and consider alternatives.

4. Discuss and add any new insights that come up.

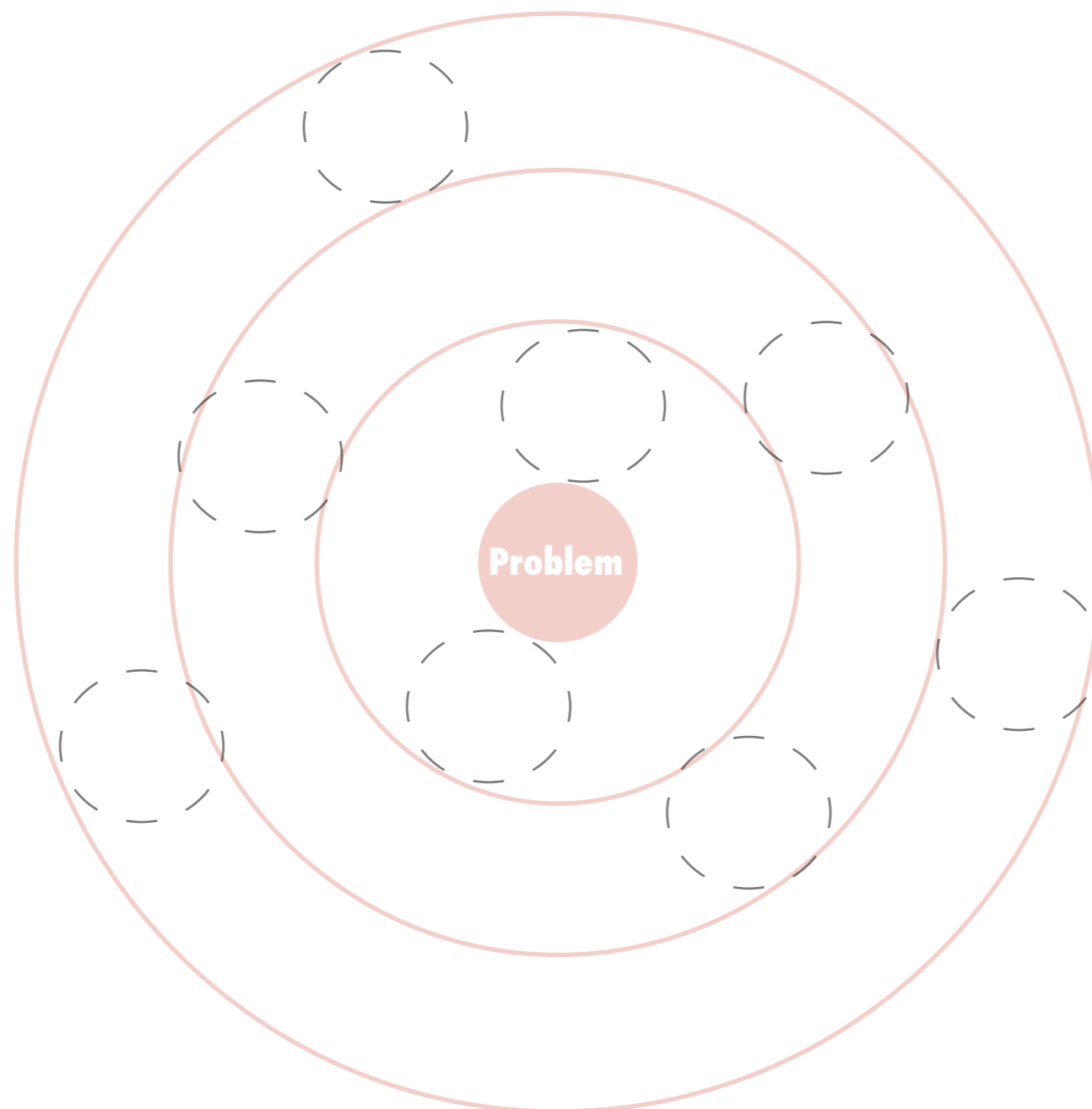
5. Indicate the amount of goal power you had in this project.

1. Recognize

How was the problem defined or framed? What were the desired outcomes for the project?

2. Mapping and naming goals

Which actors initiated the project? Which actors had influence in problem framing and setting goals? Observe whether goal power was concentrated in the outer or inner rings of the map.



3. Understand impact

How might the framing and goals defined for this project have affected participation? What and who may have been left out as a result? If goal power had been distributed differently, what alternative problem framing and desired outcomes might have been selected for the project?

4. Discuss in a group

5. You goal power

How much goal power did I have in the design process?

Low

High

ROLE POWER WORKSHEET

How to use

This worksheet was designed for use after a project is completed, to reflect back on it. It is recommended to first complete the privilege and access worksheets. It may also be helpful and adapted for use during the planning phase, before the beginning of a project. It's recommended to do this activity in a group, with each designer filling out their own worksheet.

Time needed: 30 – 40 min.

ROLE POWER

What is it

Role power is the ability to influence the roles that different stakeholders take on. This includes the ability to assign any roles or titles in the design process (eg. 'participant', 'co-designer', or 'user'), as well as influencing the role each stakeholder plays in making decisions, especially who is given the ability to analyze and prioritize findings in the converging phases.

How to

1. Add the stakeholders who have access to the design process onto the map. Place those who are most impacted by the problem in the inner ring, and those who are impacted less or indirectly in the outer rings. Write the role assigned to each stakeholder in the design process.

Draw a green line to connect stakeholders that had reciprocal relationships. Draw a red line between ones that had hierarchical relationships. Draw a blue circle around stakeholders with roles that were given the highest decision-making ability in the design process.

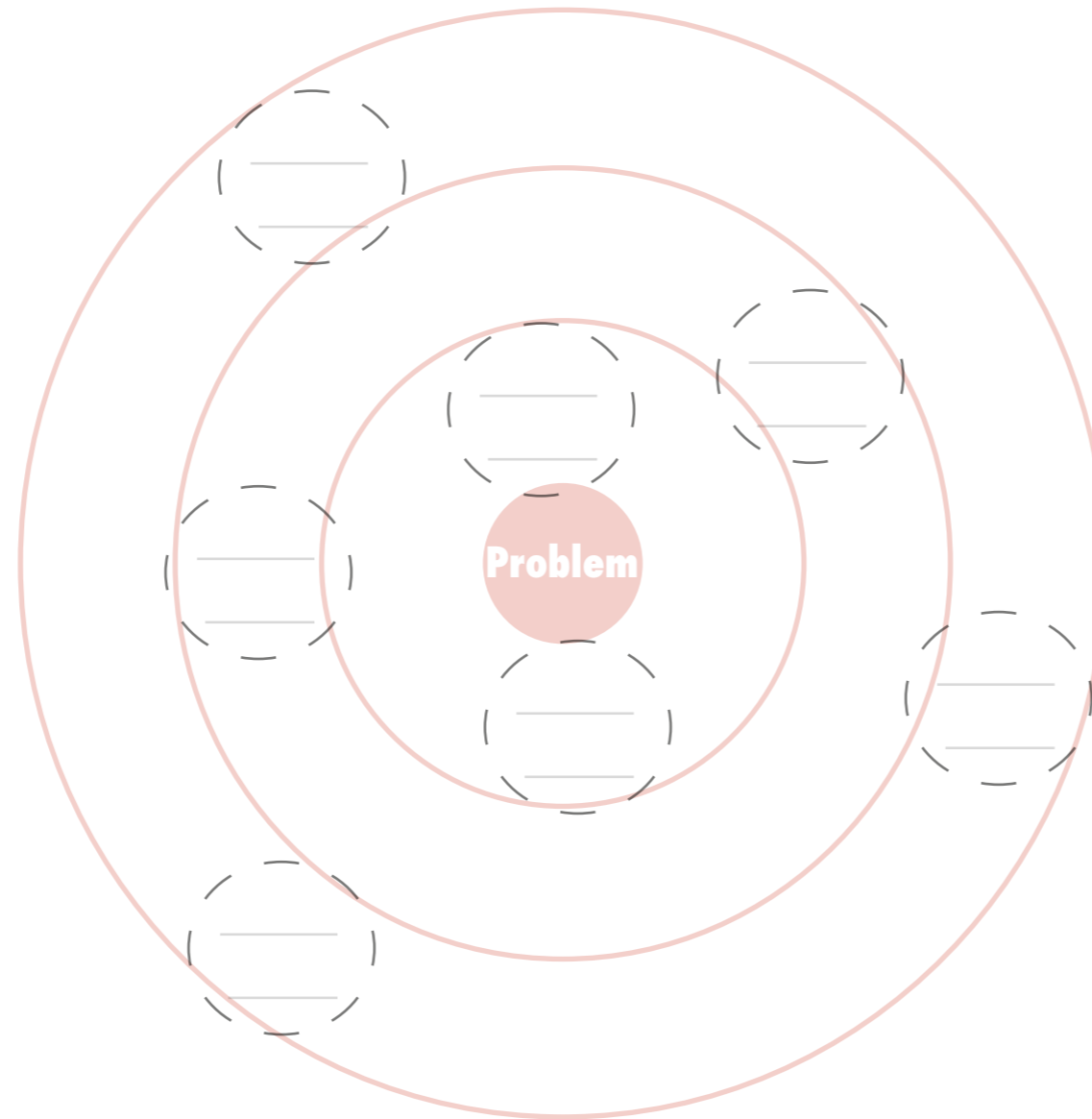
2. Based on 1, Indicate to what extent those with lived experience were invited to participate.

3. Reflect on the decisions made related to roles using the guiding questions. What was the impact?

4 & 5. Discuss. Indicate the role power you had in this project.

1. Mapping roles

Which roles have been assigned to different stakeholders in the design process (eg. user, participant, co-designer, subject, etc.)? How does this affect relationships between stakeholders? Are those closest to the problem marginalized as a result?



2. Spectrum of participation

Based on the roles assigned to stakeholders with lived experience of the problem, where do they fall on the spectrum of participation below? Was this decision made consciously? If so, why?



3. Understand impact

Are these roles challenging or reproducing existing social structures found outside of the design project? What were the positive and negative impacts?

What effect (good or bad) might participation have had on those with lived experience of the problem? Those with less privilege? Consider whether non-participation was an option for these stakeholders.

4. Discuss in a group

5. You role power

How much role power did I have in the design process?



RULE POWER WORKSHEET

How to use

This worksheet should be done after a project is finished, to reflect back on it. It is recommended that you first complete the privilege and access worksheets. It may also be useful and adapted to use during the planning phase at the beginning of a project, as well as in preparation for any phases where you are involving or inviting in stakeholders who are outside of the main project team. .

Time needed: 30—40 min.

RULE POWER

What is it

Rule Power is the ability to influence the way that those in the design process will work together. This includes what is considered 'normal,' what is and isn't allowed, the language being used, and beliefs about what types of knowledge and ways of doing are valid in the design process.

How to

1. Write down your observations during the design process in the tip of the iceberg, using the guiding questions and prompts.

2. Write down and reflect on the underlying rules, norms, assumptions and beliefs for your observations in the section of the iceberg that is below the surface, using the guiding questions.

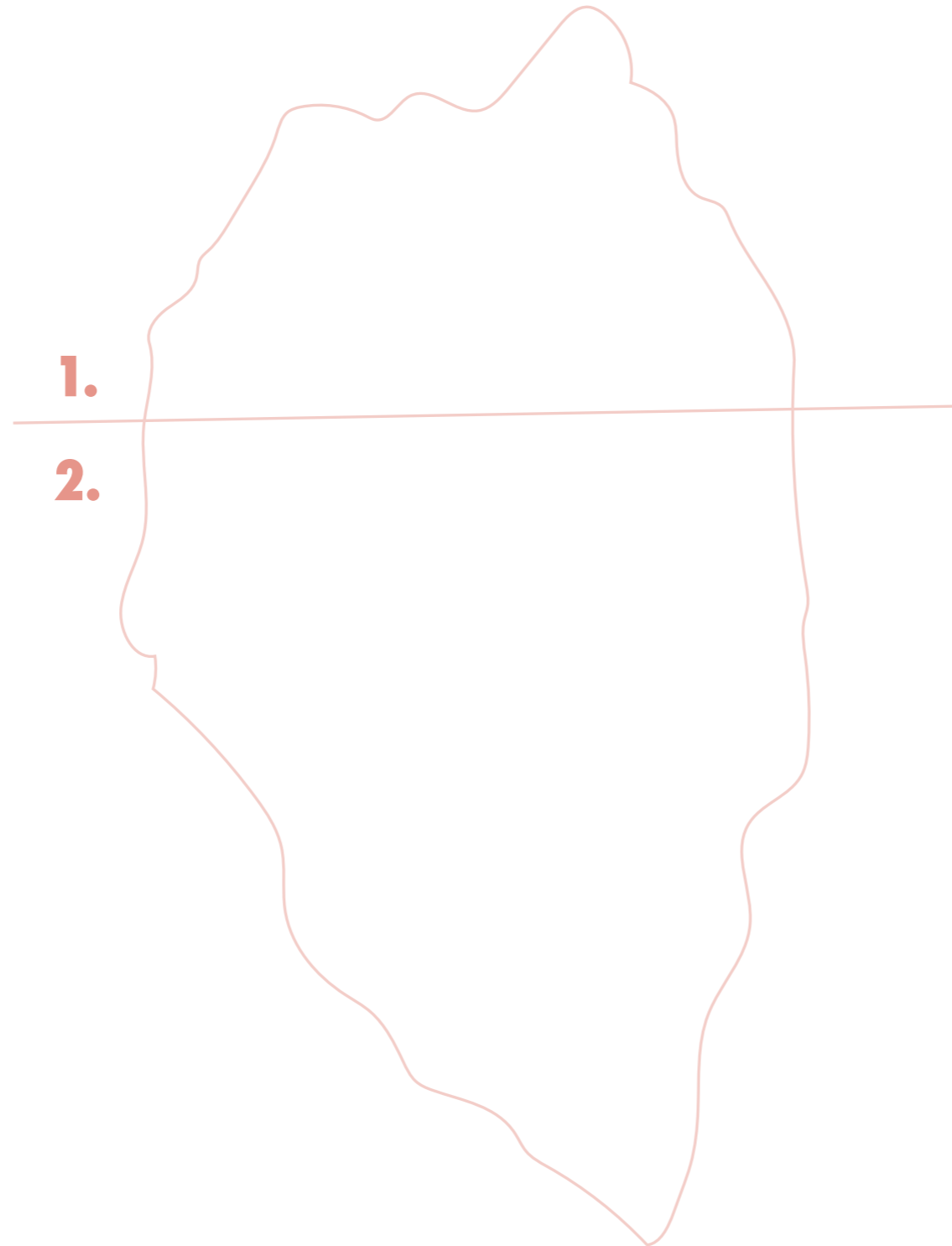
3. Write down and reflect on the impact of the rules, norms and beliefs underlying the way actors worked together in this project, and how privilege may have factored into this.

4. Discuss your reflections in a group, and write down any additional insights.

5. Using the spectrum, indicate the amount of rule power you had in this project.

1. The tip of the iceberg

What did I see, hear and feel during the design process, especially during participatory sessions? Where and when were participatory sessions held? How did different actors look and dress? How were they introduced? What was the format of the sessions? Who spoke most? What language, terms and jargon did you use? What was the length, quantity and quality of sessions? What kind of and whose knowledge was centred? How could actors communicate during and between sessions? How were decisions made?



2. Making the invisible visible

What rules, norms, assumptions or beliefs might underlie the observations you wrote down? How does this influence what is deemed appropriate in terms of behaviour and social interactions between actors?

3. Understand Impact

Who may have been disadvantaged or marginalized as a result? Did identity and privilege influence the 'rules of the game' for the design process? Did rules for working together during the design process make participation more or less equitable between different actors? How so?

4. Discuss in a group

5. Your rule power

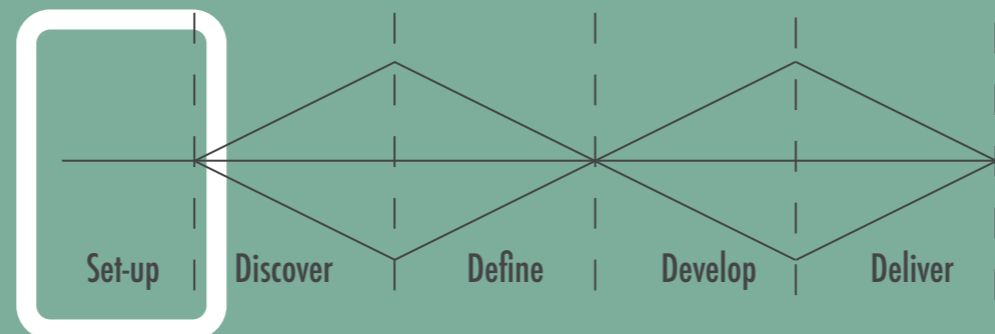
How much rule power did I have in the design process?

Low

High



Power Check: SET-UP



When to use

A set-up power check will ideally be conducted before or while preparing a proposal for a client, partner or funder. This worksheet should be completed by the design team, all together.

Time needed: 30 - 45 min.

SET-UP

Before a project has officially started decisions are already being made, whether they are explicit or implicit ones, that will impact the design process and affect the distribution of power within it. As such, before starting any given project, it's important to take a moment to unpack underlying assumptions, beliefs and norms and reflect on the impact that these may have on the decisions being made.

Pay attention to:

Goal Power: decisions about goals, problem framing and structure of the design process

Access Power: decisions about who will be invited to participate in the project, and when.

Privilege: decisions will be affected by the lived experience and perspectives of those in the room.

Tips from the field:

1. *Include values and intentions in the proposal.* This way, you can go back to the proposal in order to hold key decision-makers accountable.

2. *Ensure representation within the design team.* Having a diversity of perspectives will help to fill blind spots and build trust with the communities you are designing with.

1. Recognize

Who has initiated this project and what desired outcomes are being set? How are we framing problems and why? What structure for the design process is being suggested?

What social identities are represented here? Are marginalized perspectives present in the set-up of this project?

Who will be included in the design process and in what ways? When will access be granted, and when will it be denied?

In what other ways is power showing up in the set-up of this project, and what influence do we have?

2. Name

What forms of power are present?

- Privilege** **Access Power** **Goal Power**
 Role Power **Rule Power**

3. Understand Impact

How might these decisions determine which perspectives are valued? What impact might this have on stakeholders with lived experience of the problem? Is the problem being addressed the right one and how might this impact the design process?

Will existing inequities be reproduced or challenged?

4. Act

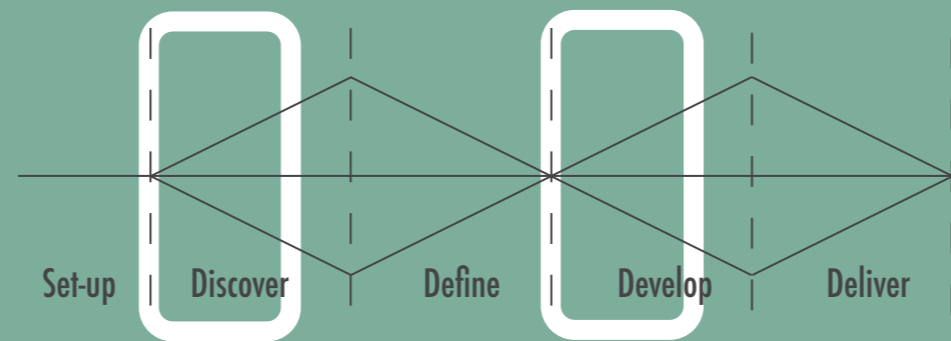
What actions need to be taken in this phase to align the impact of the design process with our intentions and values? What are three actions we can take to move in that direction?

1. _____

2. _____

3. _____

Power Check: DIVERGING



When to use

A divergence power check will ideally be conducted before the start of any participatory moments where stakeholders are being included in the design process.

This includes collecting data through interviews, observations, storytelling, co-creation sessions, user testing and other forms of participation. This worksheet should be completed by the design team, all together.

Time needed: 30 - 45 min.

DIVERGING

During divergent phases different stakeholders are often invited into the design process. As a designer you usually have influence over the way various actors are involved and the role that they take during participatory moments. For example, you likely have influence over how to include people who have lived experience of the problem being addressed: as 'subjects' to collect data from, 'users' to test solutions with, 'experts' from the community to consult with, 'co-designers' of solutions or some other variation.

Pay attention to:

Role Power: decisions about what role participating stakeholders will be given during data collection and co-creation.

Rule Power: decisions about the rules of how stakeholders will work together. This includes language, norms for behaviour, forms of communication and setting, among other factors.

Tips from the field:

1. *Partner, don't invade.* Build trusting relationships that are reciprocal with those in the community. What value can you offer in return to those who are participating?

2. *Go to them.* Meet marginalized stakeholders on their terms, in a setting that is comfortable for them.

1. Recognize

Which stakeholders are being invited to participate, and how? Which stakeholders are excluded as a result?

What role are those with lived experience of the problem being given (eg. subject, user, participant, co-designer, etc)?

How are those who are involved expected to work together? How will decisions be made, and what unspoken norms, beliefs and assumptions are influencing this?

In what other ways is power showing up during moments of participation, and what influence do I have?

2. Name

What forms of power are present?

- Privilege** **Access Power** **Goal Power**
 Role Power **Rule Power**

3. Understand Impact

What positive and negative impacts might these decisions have on stakeholders, especially those who have lived experience of the problem? What effect might this have on outcomes?

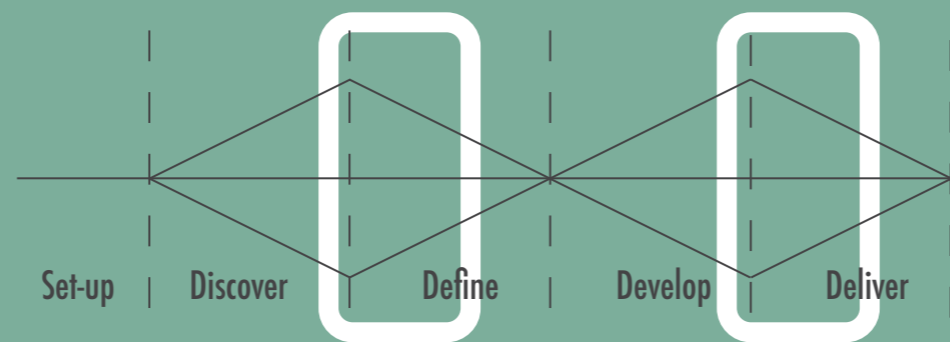
Are existing inequities being reproduced, or challenged?

4. Act

What actions need to be taken in this phase to align the impact of the design process with our intentions and values? What are three actions I can take to move in that direction?

1. _____
2. _____
3. _____

Power Check: CONVERGING



When to use

A converging power check will ideally be conducted before the start of phases that include activities related to analysis, synthesis and prioritizing. This worksheet should be completed by the design team, all together.

Time needed: 30- 45 min.

CONVERGING

During converging phases of the design project, the design team is likely undertaking decisions related to analysis, synthesis and prioritization. This involves making sense of the information that has been collected, deciding what is most important, and/or translating insights into a design output. Your privilege, the norms and rules surrounding behaviour and procedures, as well as who is given access to this phase will have a considerable impact on the design process and outcomes.

Pay attention to:

Rule Power: Rules and norms around prioritization and decision making. This includes language being used, the selected approach for analysis, what forms of knowledge are deemed most valid and communication styles.

Privilege: decisions will be affected by the lived experience and perspectives of those in the room.

Access Power: decisions about who will be involved in interpreting, synthesizing and prioritizing information.

Tips from the field:

1. *Invite participation.* Inviting marginalized stakeholders to be involved in convergence can redistribute power and create a more democratic design process.

1. Recognize

Which stakeholders are able to influence synthesis and prioritization of insights and needs?

What social identities are represented here? Are marginalized perspectives present in this phase?

How is convergence being carried out? How will decisions be made, and what unspoken norms, beliefs and assumptions are influencing this?

In what other ways is power showing up in this phase, and what influence do we have?

2. Name

What forms of power are present?

- Privilege** **Access Power** **Goal Power**
 Role Power **Rule Power**

3. Understand Impact

What positive and negative impacts might these decisions have on stakeholders, especially those who have lived experience of the problem? What effect might this have on outcomes?

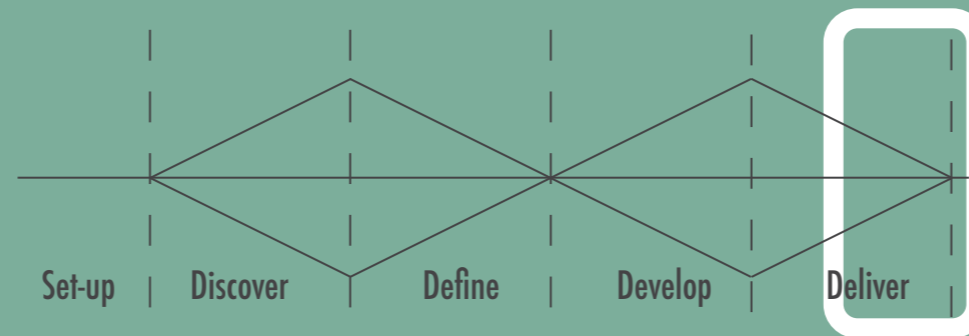
Are existing inequities being reproduced, or challenged?

4. Act

What actions need to be taken in this phase to align the impact of the design process with our intentions and values? What are three actions we can take to move in that direction?

1. _____
2. _____
3. _____

Power Check: WRAP-UP



When to use

A wrap-up power check will ideally be conducted before the deliverables are finalized, to provide one last opportunity to consider power distribution in the design process before the project ends. This worksheet should be completed by the design team, all together.

Time needed: 30 - 45 min.

WRAP-UP

It's a good idea to take a moment to consider how power is distributed in the design process before the final decisions are made and the project ends. This power check can serve as a way to assess whether impact and intentions are aligned and if inequities are being challenged.

Pay attention to:

Goal Power: decisions about final outcomes, and what is considered successful and relevant.

Privilege: decisions will be affected by the lived experience and perspectives of those in the room.

Rule Power: underlying norms, rules and assumptions about what a successful outcome is, and how it should be communicated.

Tips from the field:

1. *Bring in alternative perspectives.* Before delivering the final recommendations or design output, identify blind spots by including the opinions of those with lived experience (and pay them for their time!).

1. Recognize

What decisions are being made on final outcomes, and who is assessing success and relevance?

How will the design process be wrapped-up? How will final decisions and evaluations be made, and what unspoken norms, beliefs and assumptions are influencing this?

What social identities are represented here? Are marginalized perspectives present included in determining the degree to which the proposed design outcomes are relevant?

How will you and your team remain accountable to those with lived experience and others in the community after the project is wrapped up?

2. Name

What forms of power are present?

Privilege **Access Power** **Goal Power**

Role Power **Rule Power**

3. Understand Impact

How might these decisions determine which perspectives are valued? What impact might this have on stakeholders with lived experience of the problem? Would all stakeholders deem the design outcome as relevant and/or successful?

Will existing inequities be reproduced or challenged?

4. Act

What actions need to be taken in this phase to align the impact of the design process with our intentions and values? What are three actions we can take to move in that direction?

1. _____

2. _____

3. _____