

## TOOL DESCRIPTION

# Priorization With OPERA



**The OPERA method is a tool used in a group to collect and rank ideas and solutions for a clearly defined issue or problem.**

The OPERA method supports efficient collaboration in meetings or groups. It combines a systematic procedure with a creative process that can be followed to solve problems or identify issues. Together, these aspects enable the user to gain a common picture by achieving visible results based on the knowledge and the experience of each participant. This participative process supports the active involvement of all participants and increases their identification with the outcome.







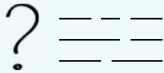



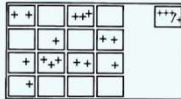
OPERA is a method which involves all participants fully. It gives introverted participants the same opportunities to reflect upon and share their ideas as it does extroverts such as opinion leaders.

The method enables you to obtain a jointly created group result that contains ranked ideas and solutions.

It can also be used to reduce irrelevant and distractive discussions by using a systematic procedure and strict time management. Destructive criticism is avoided by focusing on prioritizing topics that have merit, rather than ones that don't.

<b>Duration</b> 60–120 min	<b>Participants</b> ideally 10–20 people	<b>Facilitation</b> white A4 paper, pencils, stickers for rating, pinboards or optional ICG OPERA board
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# Priorization With OPERA | Process

<b>Formulate a question</b>  before the meeting	<b>Personal suggestion</b>  5–10 min	<b>Group suggestions</b>  10 min	<b>Explaining</b>  10–20 min	<b>Ranking</b>  5–10 min	<b>Arranging</b>  15–30 min
<p>Before OPERA can be started, an appropriate question must be developed. Based on this, ideas or measures are developed, structured, evaluated and decided as suggestions by following the OPERA process. To develop the right question initially, it can be helpful to think about the expected outcome of the meeting.</p> 	<p>Each participant develops their own answer to the guiding question and writes this down in their own words. Make sure everyone has enough paper and a pen ready. The facilitator stays in the background, returns to their seat, and lets the group work undisturbed. Still, the facilitator needs to keep an eye on the participants and must stop conversations or outside interference.</p> 	<p>Form groups of 2–3 people. The suggestions are shared, discussed and further developed in this group. Finally, each group chooses the four most important suggestions. These suggestions are recorded on paper (one suggestion per sheet).</p> 	<p>The respective group will explain their suggestions to the rest of the group. Let the groups stand in front of the pinboard or OPERA board while the others sit or stand around the board. While presenting, the suggestions are attached to the board – one column per group. There is no simultaneous grouping or evaluation of suggestions.</p> 	<p>A key element of OPERA is the ranking of the suggestions. Each group individually chooses the 4 suggestions they think have the most merit and assigns stickers to them. Only one of the four evaluation points may be awarded to one of their personal suggestions. The rating is not done unless all pairs have agreed on their ranking order.</p> 	<p>In the last step, the ideas are grouped. Starting with the topic that received the most points, groups of ideas (thematic blocks) are created with input from the group. These groups are given a headline created by the group. Topics that did not receive any points are put in a separate, visible area.</p> 