



## 1 Instruction manual for using our online cooperation templates

### 1.1 Included in this download

This download encompasses both a PDF version and .rtb version of every step in our [air quality sensor roadmap](#), except step 7 which is considered a bonus step. This step is best performed by using Board of Innovation's [Business Model Kit](#).

The 'Introduction to Miro board provides an easy to use framework for acquainting yourself and other participants with the digital Miro environment.

The final stage of our roadmap brings all elements together and – through some desk work – allows you to draft a timeline. We have included an 'implementation roadmap' template for this in the download as well.

Contents (all both .pdf and .rtb):

- LIFE VAQUUMS\_Online roadmap instruction manual
- 00\_Introduction to Miro
- 01\_Identify your stakeholders
- 02\_Prioritise your stakeholders
- 03\_Develop personae
- 04\_Select urban focus areas
- 05\_Design your ideal network
- 06\_Define key concepts
- 08\_Map your assumptions
- 09\_Start experimenting
- 0X\_Implementation roadmap

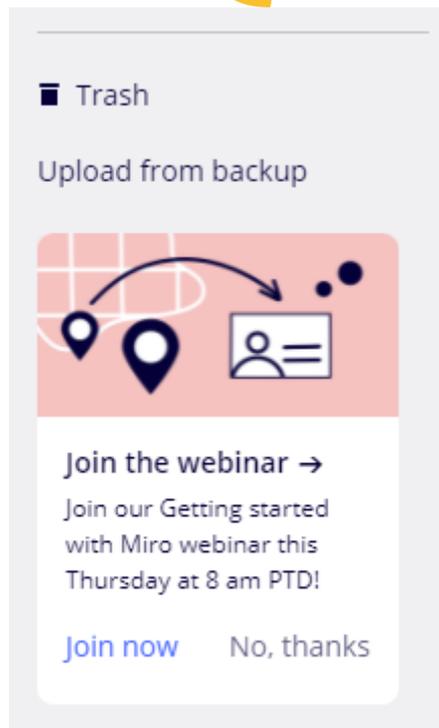
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### 1.2 Usign the files in this download

The PDF files can be used for individual brainstorming purposes e.g. by printing them or in group brainstorms by using a beamer and post-its.

Our preferred method – during the pandemic – was using the online cooperative thinking tool [Miro](#). The .rtb files are Miro-board backup files and you will need an account to use them. A free account allows using only a limited number of boards but might suffice if you do not mind exporting and then deleting previous steps. Otherwise a paid account provides the most freedom.

To use a .rtb file in Miro, simply log in to you account and select Go To Boards (  Go to boards ) at the top left if this is not the default page shown. In the menu on the left hand side select 'upload from backup' at the bottom of the menu (see image below). Next select the corresponding .rtb file and the corresponding board will be opened. From that point onward it will be included as a board in your own account.



### 1.3 What is in the files

With the exception of 'Introduction to Miro' and 'Implementation roadmap' boards, each board consists of a number of frames, starting with an introduction frame providing post-its, the aim of the exercise, the brainstorming method to use and tips. **Please use the [full roadmap](#) for more guidance.**