



# Ripple Effects Mapping Data Collection Protocol

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## Overview

In August and September 2019, FFORC will lead six community garden groups in a process known as Ripple Effects Mapping to uncover intended and unintended outcomes that have occurred as a result of the community garden project.

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## Main Documents and Resources

- [Field Guide to Ripple Effects Mapping](#)
  - [Facilitator Guide and Packing List](#)
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## Checklist for Ripple Effects Mapping Sessions

- Before the Session
  - Contact the CGM for each of the 6 community garden groups that will participate to:
    - Provide a general structure and goal of REM.
    - Determine if their group is interested in participating.
    - Brainstorm all potential participants.
    - Provide the CGM with a recruitment flyer and ask them to recruit between 12 - 20 people per each site.
    - Ask the CGM to secure a location and identify a date.
  - Assign roles to FFORC team members:
    - Facilitator: This will be the person primarily leading the session. They will provide the “container” by introducing the purpose, the structure, the agenda, and the parameter for the session.
    - Co-Facilitator: This person will be watching the room for agreement or disagreement, reminding the facilitator to pause if necessary, etc. They will also be adding to the map from the participants’ generated sticky notes. This person will also be the timer.

- Notetaker: This person will be documenting the conversation, the quality of the session, and any big takeaways. For example, some questions they may answer are:
      - How well does the group navigate the consensus process?
      - What conflicts, if any, arise?
      - How well do the facilitators create space for consensus making?
      - How well do the facilitators manage conflict?
      - Where does the session take place (e.g. description of room, description of setting in the larger community)?
      - What relationships do the participants have with the garden?
    - Pack session materials, including compensation and snacks for participants.
    - Remind CGM and participants one week and one day before the scheduled REM session.
- During the Session
  - Set-up the room by:
    - Hanging butcher paper
    - Laying out sticky notes, pens, etc. on tables.
    - Arranging room so that we have one large table with people sitting in a U-shape facing the butcher paper.
  - Using the facilitator guide, lead group through the two hour session.
- After the Session
  - The FFORC folks will reflect on the process, including what went well, what could have been different, etc.
  - Tape down sticky notes to ensure map data stays intact.
  - Clean-up the space and pack up materials.
- After all Sessions
  - Within one week, create an electronic version of the map.
  - Summarize/organize all capitals by site:
    - [https://docs.google.com/spreadsheets/d/1kvIQ2Q3eBP5QsYvJO1Z9cXO1ARiW-SUNe2Syqbig7mNs/edit?usp=drive\\_web&oid=115506471602353859188](https://docs.google.com/spreadsheets/d/1kvIQ2Q3eBP5QsYvJO1Z9cXO1ARiW-SUNe2Syqbig7mNs/edit?usp=drive_web&oid=115506471602353859188).
  - Analyze the maps for common themes within groups and across groups.
  - Print the group photo.
  - Organize a time to drop-off the print version of the map and the group photo.

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Active Listening: “Attentive listening means giving one’s total and undivided attention to the other person and tells the other that we are interested and concerned. Listening is difficult work that we will not undertake unless we have deep respect and care for the other...we listen not only with our ears, but with our eyes, mind, heart, and imagination as well.” We listen to the words of the other, but we also listen to the message buried in the words. We listen to the voice,

the appearance, and the body language of the other... ***We simply try to absorb everything the speaker is saying verbally and nonverbally without adding, subtracting, or amending.***"

- Provide free and undivided attention to the speaker.
- Provide ample silence for the speaker to finish their thoughts.
- Avoid adding or changing what your partner has said based on your experience.

Group Norms:

- Honor the consensus making process.
  - We define consensus as you are at least 80% in agreement with the group and that you do not have any major disagreements.
  - One that all members have a part in shaping and that all find at least minimally acceptable as a means of accomplishing a mutual goal.
  - Not all the way bought in but okay with the group moving forward
  - Thumbs up - in agreement
  - Thumbs in the middle - no strong feeling or not 100% there but okay moving forward
  - Thumbs down - not in agreement and need to discuss
- Take space, make space.
  - Be mindful of how much you are speaking. If you know you are a talker, try to wait a few seconds to let others chime in.
- No one knows everything, together we know a lot.
  - We all have different ways of experiencing the garden and different ways of knowing. These are all valid and welcome in this space.
- Share respectfully.
  - Recognize a variety of people and experiences are represented in this room; choose words respectfully and with care.
- Be okay with non-closure.
  - If we can't decide on something, we may need to pause that discussion and continue later. Be okay with us not figuring out everything today.
- Try to embrace both/and thinking.
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