

Announcement Ceremony Pattern

Name: Announcement Ceremony

Overview: A team working in a common work space shares key information verbally in the form of a quick announcement instead of sending multiple emails. The announcements consist of information interesting and important to the entire team.

Purpose: To communicate information quickly to everyone working in a common work space.

Preparation: The information to be shared is clear in advance of the ceremony.

Roles: Announcer, Active Listeners

Structure:

Open— Announcer stands and calls, “Hey (group name).”

Execute— Active listeners stop their work, look at announcer, and respond, “Hey (announcer name).” They listen attentively as the announcer makes her announcement.

Close— Announcer sits back down.

Remnants (things left behind after the ceremony): None

This pattern is meant to be adapted, changed, and evolved to meet each specific organization’s unique needs and challenges.

The Definition

Each word in this definition is carefully chosen and meaningful. Mijin’s short and simple *announcement ceremony* is an exemplar of our definition.

The *announcement ceremony* has a clear *purpose*: to communicate information quickly and effectively to everyone currently working in the Orion common work space. By the time the ceremony is complete, that *work is done*, the message is conveyed. To ensure the work is always done, the ceremony is not random. It follows a specific *ritual* form:

Open: Announcer stands and calls, “Hey Orion.”

Execute: Active listeners stop their work, look at announcer, and respond, “Hey (announcer name).” They listen attentively as the announcer makes her announcement.

Close: Announcer sits back down.

The *announcement ceremony* is a *social* ritual in that it involves an announcer and one or more

listeners. The listeners must stop their work, respond, and listen, which requires *sacrifice*.

Ceremony Pattern Language

A pattern language is a method of describing and sharing successful design practices. Architect Christopher Alexander introduced the world to the idea of pattern languages in his 1977 book *A Pattern Language*. The idea has since been used in several other fields and we propose a pattern language for ceremony.

The following is our definition of ceremony:

Ceremony is a purposeful ritual social interaction which completes an element of work, requires sacrifice, and rewards participants with positive emotional energy.