

Announcement Ceremony

A team working in a common workspace 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 participants.

Purpose

To communicate information quickly to everyone working in a common workspace.

Preparation

None.

Participants (roles)

Announcer, Active Listeners

Pattern (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.

Product

Participants can repeat the shared information.

Example

Ida makes an announcement to the Orion team working in a in the Orion team area.

Ida stands and calls, “Hey Orion.”

Orion team members stop their work, look at announcer, and respond, “Hey Ida.” They stop all other work and talk and listen attentively.

Ida say loud enough for everyone to hear, “The Orion-XL system is going live in 30 minutes. Please do not submit any more changes until after we are live.”

Ida sits back down.