

Metaplan

Introduction

Metaplan is an internationally registered trademark of the company of the same name based in Hamburg. It is composed of the Greek prefix "meta" and the word "plan", which is identical in several languages. In Association with the Greek word "metamorphosis" (transformation) "Metaplan" should stand for an open-ended, participatory planning process.

The Metaplan method is a participatory method that is characterized by the combination of certain materials and moderation by trained moderators.

Material

The classic materials of the Metaplan method are:

- Pin board (mostly freely position able, portrait-format cork / plastic walls in aluminum frame)
- Wrapping paper, which is placed on the pin board and serves as a carrier for the moderation cards
- rectangular, different coloured moderation cards for posts
- oval, mostly white, partly also coloured cards for annotations
- round, multi-coloured cards for block headings
- Stripes for the headlines across the entire width of the bulletin board
- Pin pins to attach the moderation cards to the pin board
- Felt-tip pens of different widths and colours
- small, differently coloured rating points

Recent developments are e.g., cloud-shaped maps that are used instead of the "heading stripes", smiley cards for evaluation or the use of digital cameras for immediate documentation of the work results.

Applications

The Metaplan method can be used within a project for:

- the collection of ideas:
 - Theme Memory
 - Idea production
 - structuring

- Structuring of ideas or problems
 - Logical linking of facts
 - **Root** cause analysis
 - Prioritization
 - **Evaluation of** solution approaches and coordination
- Evaluation
- The visualization
 - Round of introductions in a project
 - Presentation of results
 - Presentation medium