LIVE
ASSEMBLY

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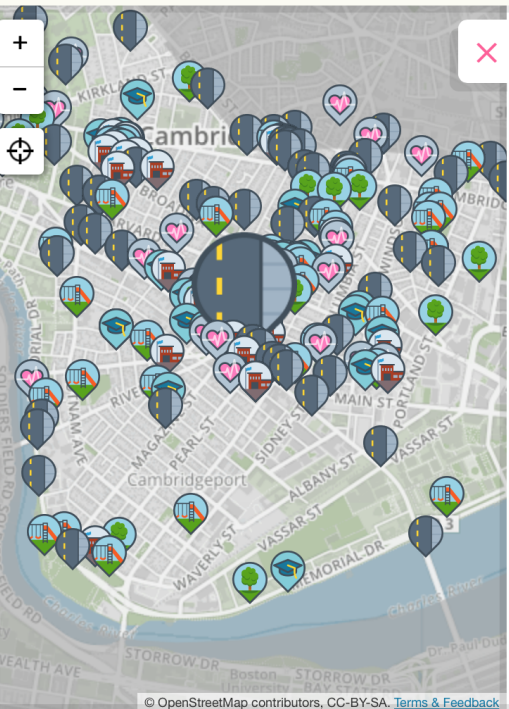
Introduction

Physical

Digital

Client / Objectives

-Bridging physical with the digital

-More interaction between participants

-Easier workflow

Existing Web Platform

Existing Web Platform

CITY OF CAMBRIDGE PARTICIPATORY BUDGETING

ABOUT   **GUIDELINES**   **CAMBRIDGE PB HOME**   **SHOW IDEAS AS A LIST**

SIGN IN

Q Enter an address...

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bicycle paths in name of the MIT Alumnus that was killed

Richard suggested this Streets & Sidewalks idea near Massachusetts Avenue.

This is needed for safety. It could be located in Central Square and also citywide.

1 comment

Budget Delegates did not rank this as a high priority project.

City of Cambridge
AROUND 3 DAYS AGO

City of Cambridge commented on stretchable material on sidewalk covering tree roots

City of Cambridge commented on To repair the sidewalks

City of Cambridge commented on Widen and Light this Sidewalk

City of Cambridge commented on Use grass pave on infrequently used roads

City of Cambridge commented on Turn this part of JFK street into a pedestrian mall.

City of Cambridge commented on Turn Harvard Street into a Neighborway

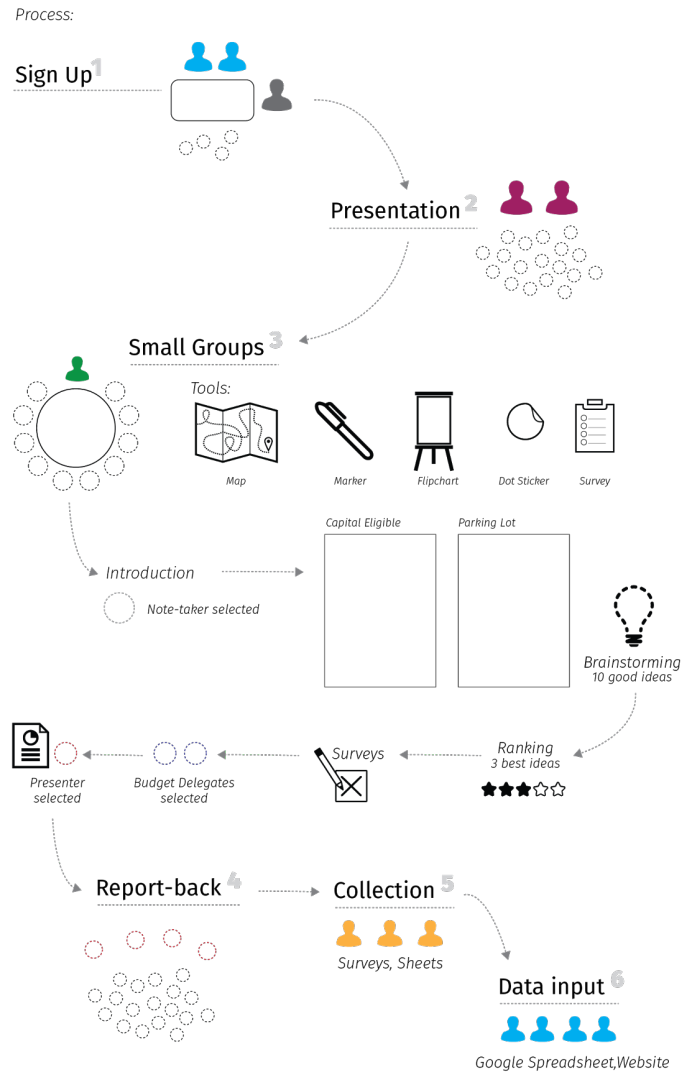**City of Cambridge** commented on Windsor and Mass Ave

City of Cambridge commented on to have education bike signage throughout the city, especially in Inman Square.

City of Cambridge commented on To add nice green bicycle paths in name of the MIT Alumnus that was killed
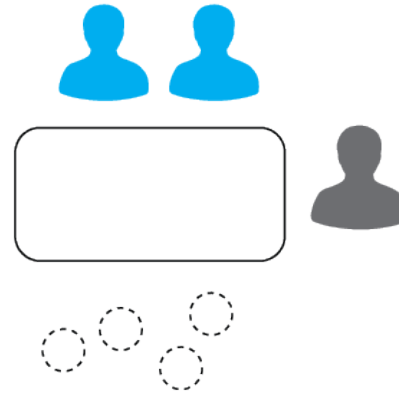
Powered by *Shareabouts*, a project of **OpenPlans**.

Existing Assembly Structure

1-Paper based sign-up upon arrival/volunteers

Sign Up[1]

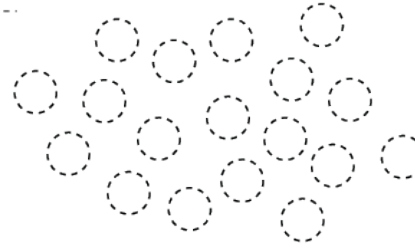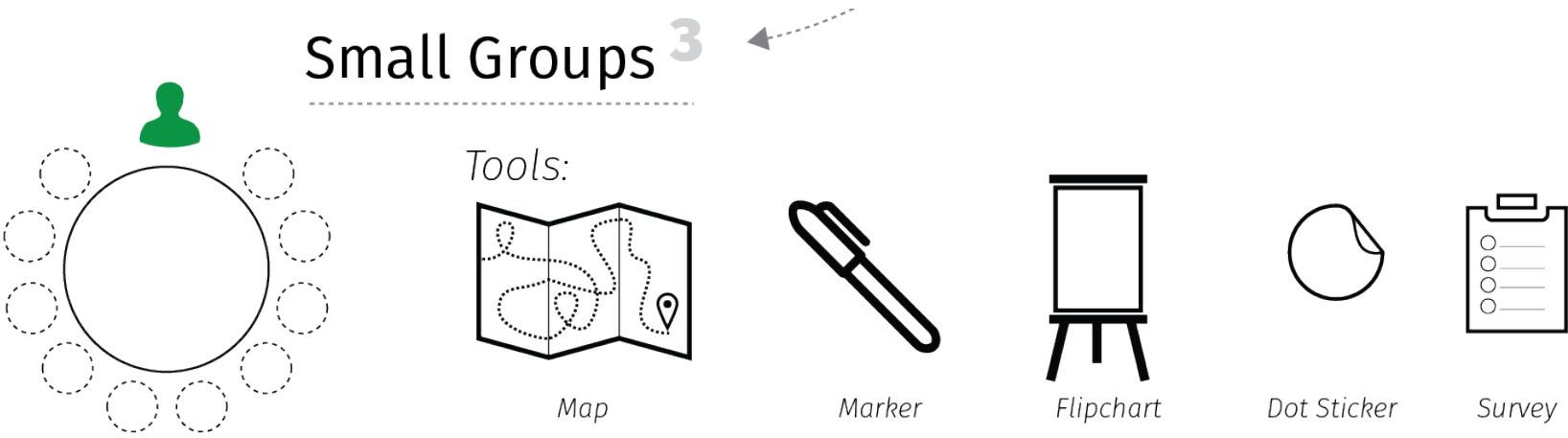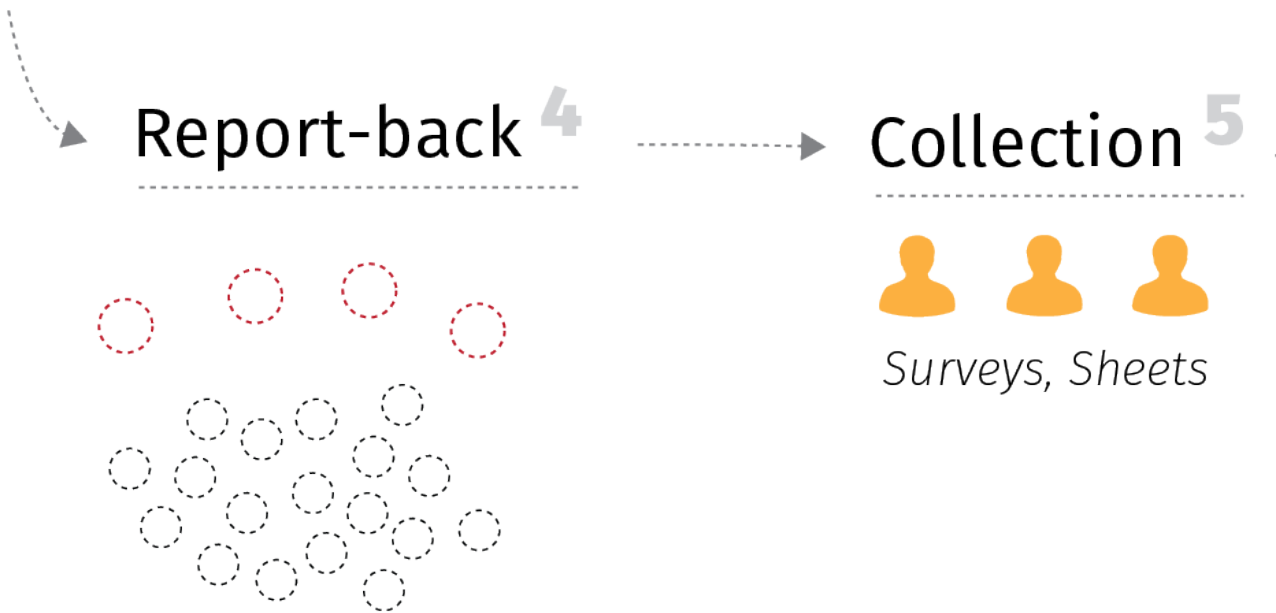2- Introduction and icebreaker presentation

Presentation ^{2}

Existing Assembly Structure

3- Small group discussion for idea collection, idea ranking, and budget delegate selection

Small Groups 3

Tools:

| Map | Marker | Flipchart | Dot Sticker | Survey |

4- Reporting back and collecting the papers from each table

Report-back ⁴

Collection ⁵

Surveys, Sheets

Existing Assembly Structure

5- Digitizing all the data and pushing into the existing web platform by PB staff
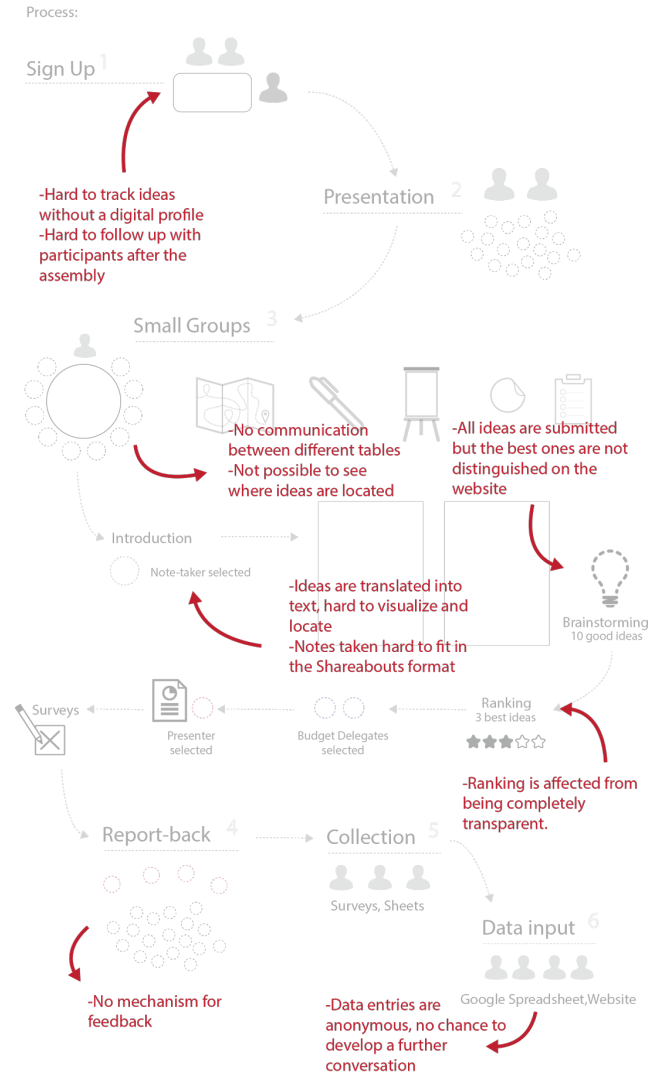
Data input [6]

Google Spreadsheet, Website
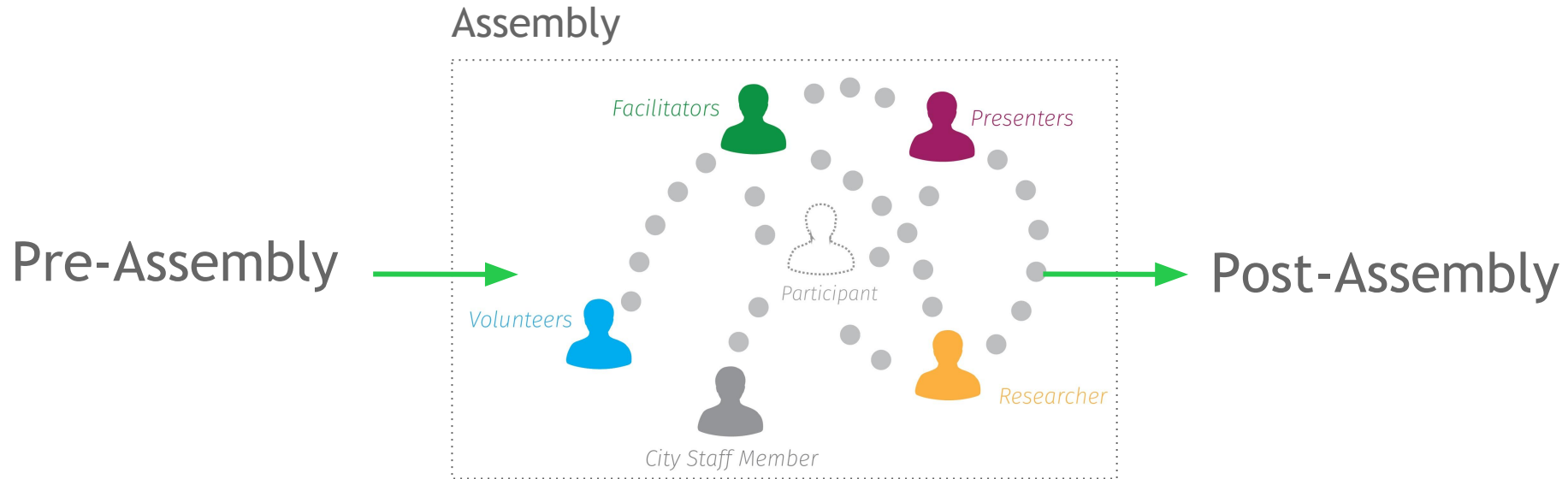
How can it be improved?

Process:

Sign Up [1]

-Hard to track ideas without a digital profile
-Hard to follow up with participants after the assembly

Presentation [2]

Small Groups [3]

-No communication between different tables
-Not possible to see where ideas are located

-All ideas are submitted but the best ones are not distinguished on the website

Introduction

Note-taker selected

-Ideas are translated into text, hard to visualize and locate
-Notes taken hard to fit in the Shareabouts format

Brainstorming
10 good ideas

Surveys

Presenter selected

Budget Delegates selected

Ranking
3 best ideas

★★★☆☆

-Ranking is affected from being completely transparent.

Report-back [4]

Collection [5]

Surveys, Sheets

Data input [6]

Google Spreadsheet,Website

-No mechanism for feedback

-Data entries are anonymous, no chance to develop a further conversation

Intervention Areas

Sign-up

Idea Collection

Follow-up

Live Assembly Concept

Assembly

Pre-Assembly → Post-Assembly

Facilitators
Presenters
Volunteers
Participant
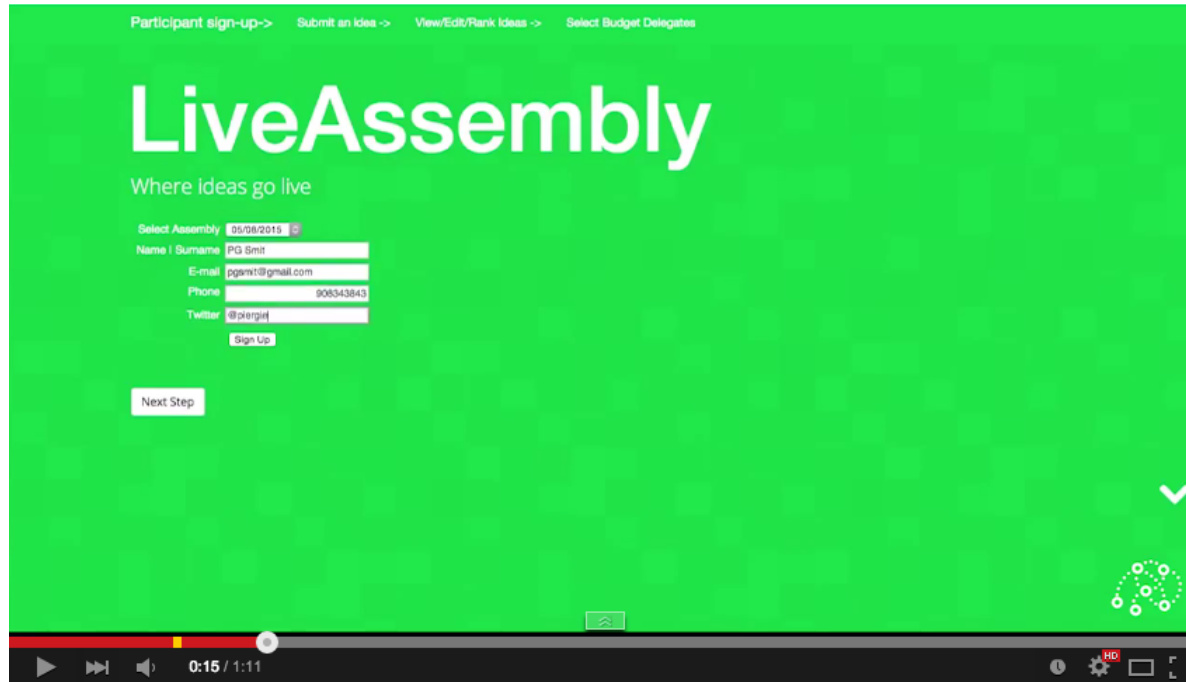Researcher
City Staff Member

1 Participant sign-up: RSVP

1 Participant sign-up

2 Digitize ideas real-time and link with participants

3 Budget delegate sign-up

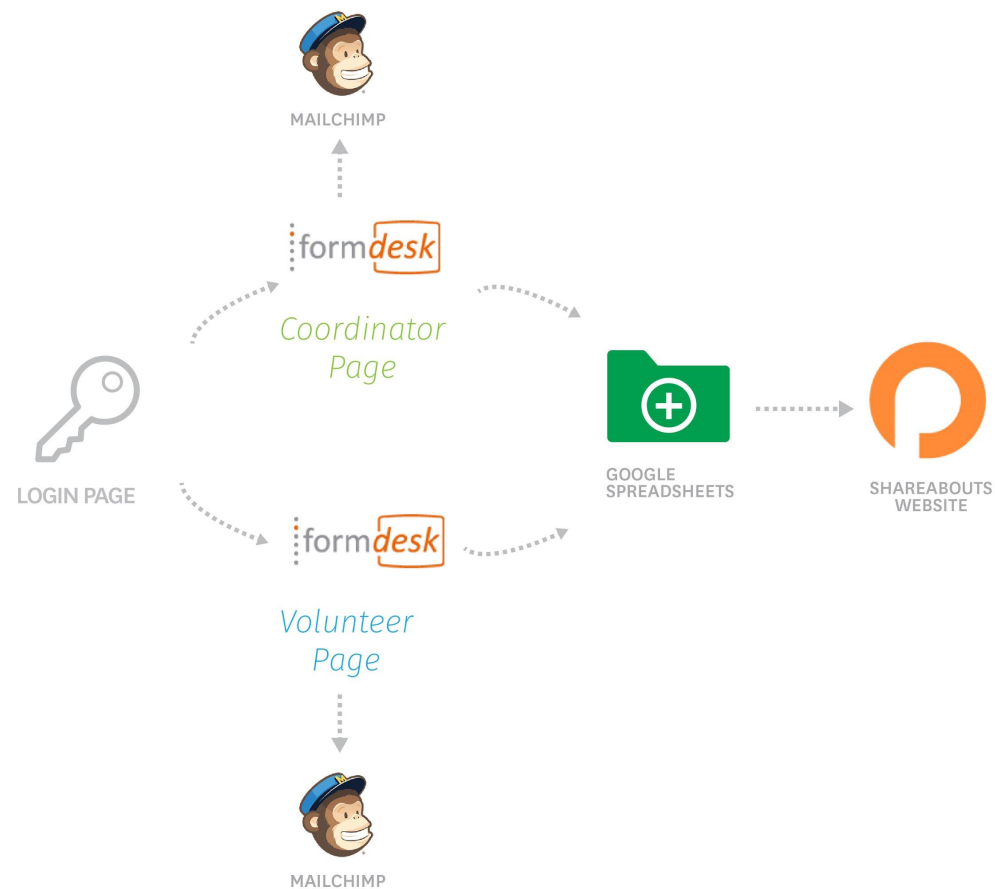3 Follow-up with participants and ideas

https://www.youtube.com/watch?v=03Bu6O1E5zc

Technology

MAILCHIMP

formdesk

Coordinator Page

LOGIN PAGE

GOOGLE SPREADSHEETS

SHAREABOUTS WEBSITE

formdesk

Volunteer Page

MAILCHIMP

Product

user-friendly interface: website

login: liveassembly.luxi.webfactional.com

Login

liveassembly.luxi.webfactional.com/coordinator

| Participant sign-up-> | Submit an idea -> | View/Edit/Rank Ideas -> | Select Budget Delegates |

liveassembly.luxi.webfactional.com/volunteer

| Create an assembly | Invite -> | View results -> | Follow-up | Budget delegates |

RSVP Integration

Follow-up Integration

MAILCHIMP

pbliveassembly@gmail.com via mail4.mcsignup.com   9:47 PM (0 minutes ago)
to me

Participatory Budgeting Cambridge   View this email in your browser
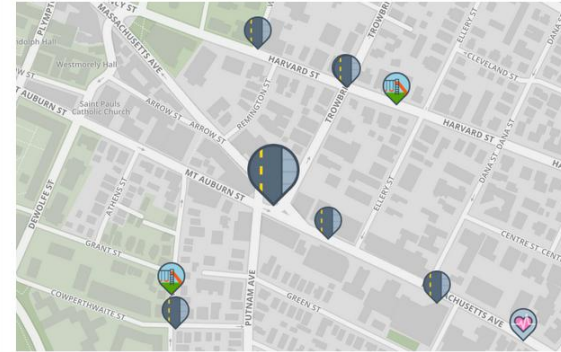
Congratulations!
Your idea is now online. You can see it following this link:
http://shareabouts-pbcambridge.herokuapp.com/place/292965

Thank you for helping make Cambridge's Participatory Budgeting Process a success.

There are more ways for you to get involved:

1-Submit other ideas at cambridgema.gov/yourbudget

2-Encourage others to come to assemblies

3-Volunteer to be a Budget Delegate

4-Vote for final projects in March

You can also help us by spreading the word. Please share your ideas on social media and let people know that they can participate too.
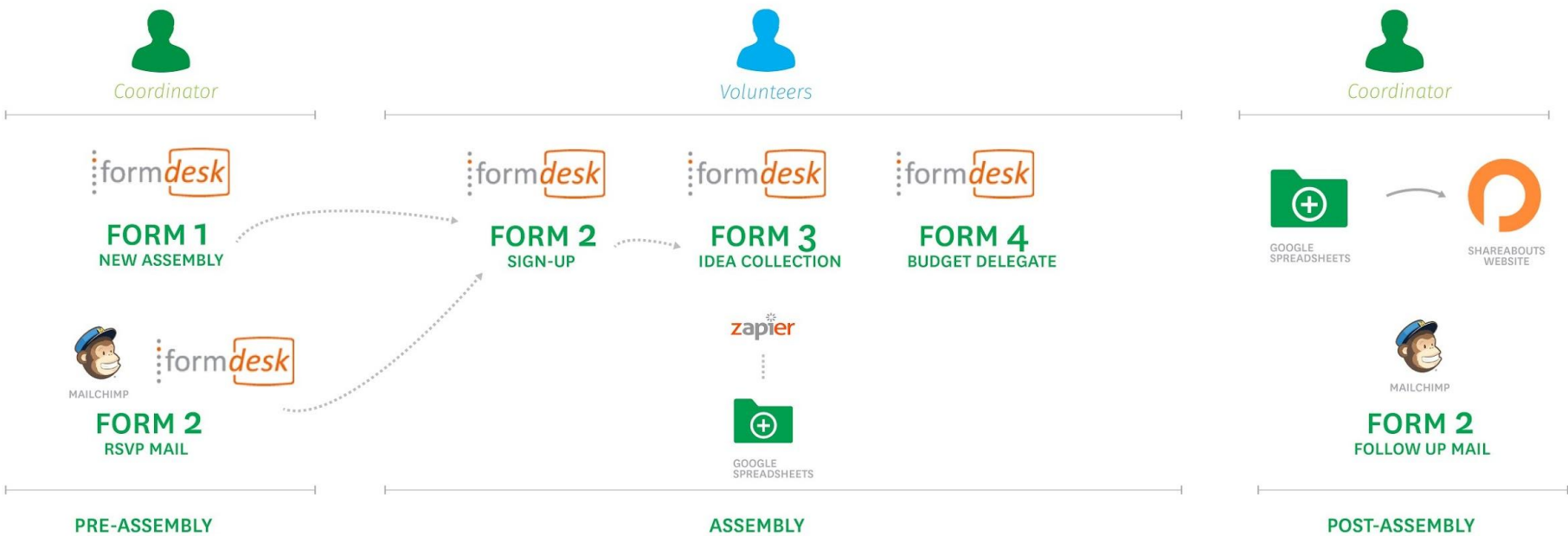
Share   Tweet   Forward

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|LIST:DESCRIPTION|

Our mailing address is:
|HTML:LIST_ADDRESS_HTML|

unsubscribe from this list   update subscription preferences

Technology

Coordinator

Volunteers

Coordinator

formdesk
FORM 1
NEW ASSEMBLY

formdesk
FORM 2
SIGN-UP

formdesk
FORM 3
IDEA COLLECTION

formdesk
FORM 4
BUDGET DELEGATE

GOOGLE
SPREADSHEETS

SHAREABOUTS
WEBSITE

MAILCHIMP
formdesk
FORM 2
RSVP MAIL

zapier

GOOGLE
SPREADSHEETS

MAILCHIMP
FORM 2
FOLLOW UP MAIL

PRE-ASSEMBLY

ASSEMBLY

POST-ASSEMBLY

Why Formdesk?

	Server	Look-up	Mapping	Connect with Google Spreadsheet	Cost
Formdesk	√	√	√	√	$700/year
FormAssembly	√	√			$1560/year
Google Form	√		√		Free
Fulcrum	√		√	√	$1200/year

Pre-release: Challenges

1. Tablets or computers are required, 1 per table/group.
2. Internet connection is required for data input.
3. Volunteers need to learn how to use the tool at the assembly.
4. Note-takers(volunteers) need to keep up with the conversation while using the tool
5. Not every idea has a specific location

Release & Mock-up Assembly

Release & Mock-up Assembly

Positive

It works!

Observation & Feedback

1- Volunteer needs to get familiar with the computer

2- What if something doesn't work?

3- Sometimes the discussion can be too fast to follow

4- Possibility of selecting multiple categories rather than a single one

5- Summarizing the idea was hard. Instead, one can put hashtags in front of keywords

6- Make people's name as button

Opportunities

Select and tweet real-time ideas by the coordinators

Promotion
Get online feedback from people

Opportunities

Sending invitation SMS to people
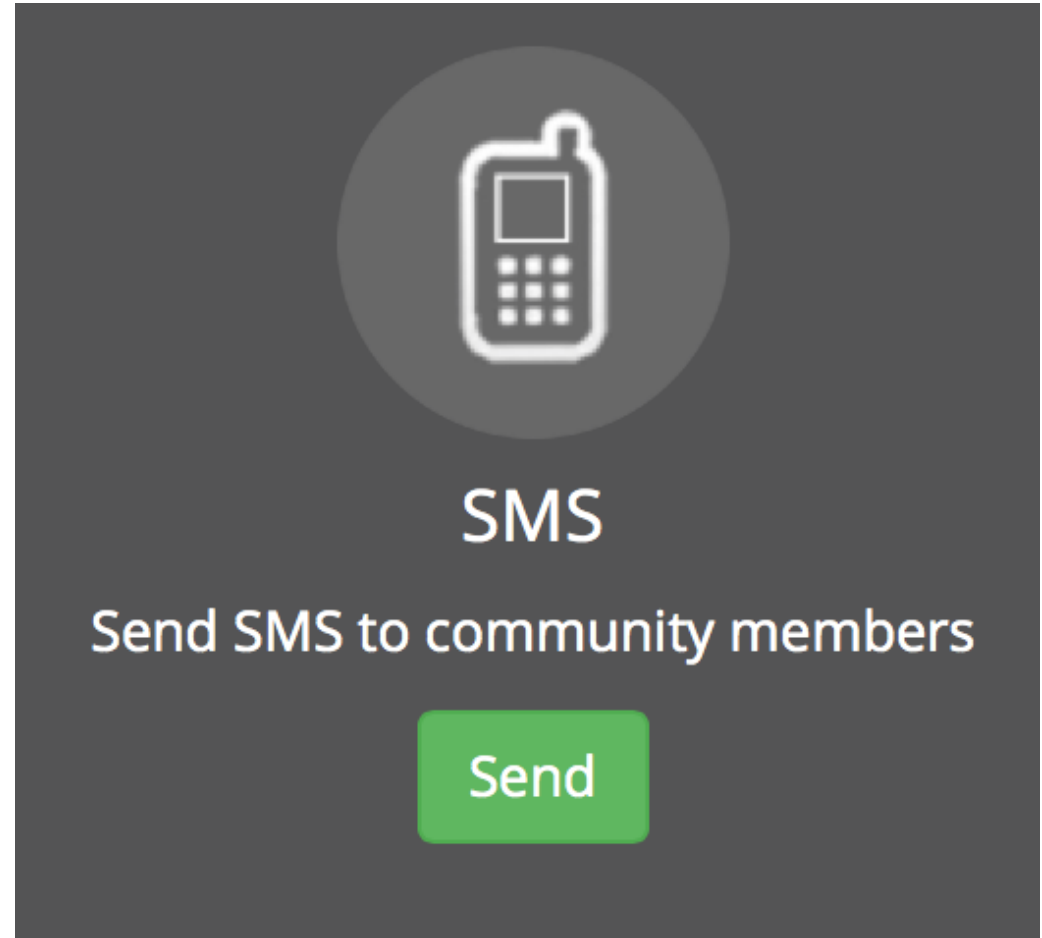
Opportunities

Using the tool to collect ideas on the street

Handover Strategy

1-Webpage to be hosted on PB website

liveassembly.participatorybudgeting.org

2-Formdesk, Gmail and Zapier account turnover and account maintenance

3-Budget: around $1000/year, may vary depending on data submission and add-on features

4-Developer needed for: Shareabouts data feed, login, group email

5-A manual on PB handover and new city handover

Formdesk

	Small	Medium	Large	X Large	Bronze	Silver	Gold	Platinum
Stored Results ?	250	500	1,500	3,000	1,500	3,000	6,000	12,000
Monthly form submissions ?	250	500	1,000	2,000	1,000	2,000	4,000	8,000
Monthly requests ?	1,000	2,000	6,000	12,000	6,000	12,000	24,000	48,000
File upload space ?	5 MB	10 MB	25 MB	50 MB	25 MB	50 MB	100 MB	200 MB
Price for one year ?	$ 49	$ 99	$ 249	$ 499	$ 1,000	$ 2,000	$ 4,000	$ 8,000

Feature

Secure data transfer (ssl) ? — $ 99	Multi-page forms ? — $ 99	SMS ? — $ 99
Group email ? — $ 99	Dependencies ? — $ 99	Webhooks ? — $ 99
User Management ? — $ 99	PDF ? — $ 99	Lookup ? — $ 99
	Workflow ? — $ 99	Enhanced Validations ? — $ 99

Zapier

Free	Basic
$0 / MONTH	**$20** / MONTH
5 Zaps	20 Zaps
Zaps run every **15 Minutes**	Zaps run every **15 Minutes**
100 Tasks/month	3,000 Tasks/month
	Premium Services
Start FREE Trial	Start FREE Trial