

LDT4SSC Project Methodology

Step 4: IMPLEMENT (Deployment)

Workshop: Designing a Structured Action Plan: From Ideas to Execution for Your Use Case

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Document History

Date	Version	Edited by	Description
May 2026	v1	Marine Le Gall, Laura Riou, Sophie Houzet	First version adapted from the CAPACities program.

Workshop Overview

Title	Designing a Structured Action Plan: From Ideas to Execution for Your Use Case
Methodological step	Step 4: IMPLEMENT (Deployment)
Duration	1 hour and 45 mins
Number of Facilitators	1 for each group of 4 to 5 people
Equipment Needed	• One big sheet of paper (1m/2m) or a large (digital) whiteboard • A4 sheets • Pens and markers
Expected outputs	• A Photo/scan of the produced timeline diagram. • An action plan with 3 potential implementation scenarios • A clean, digital version of the timeline diagram (done by the facilitator after the workshop). • A summary note produced after the workshop, outlining key findings and next steps.

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1. Context and objectives

The **Onboarding & Acculturation in Digital Projects** workshop is part of the **IMPLEMENT step (deployment)** of the LDT4SSC Methodology which is its final one, marking the transition **from experimentation to implementation**.

More information on the objectives, prerequisites and stakeholders to involve in the IMPLEMENT step can be found on the LDT4SSC Knowledge Hub¹.

The workshop is designed to achieve the following objectives:

- Collectively identify the actions (legal, technical, organisational) needed to implement the LDT project.
- Organize these steps into a realistic timeline (short-, medium-, or long-term).
- Develop various implementation scenarios tailored to the constraints and opportunities.
- Lay a solid foundation for a report or presentation intended for elected officials and decision-makers.

2. Workshop

2.1. Workshop phases overview

<i>Time spent</i>	<i>Phase</i>	<i>Description</i>
15 mins	0. Framing and Icebreaker	Participants revisit the selected use case and project objectives to keep discussions grounded.
15 mins	1. Identifying Required Actions	Participants individually reflect on all the necessary actions needed in order to implement the project.
30 mins	2. Structuring the Action Plan	Participants organise a visual chronological plan with the actions to be done.
30 mins	3. Developing Implementation Scenarios	Participants develop three implementation scenarios in order to be able to present alternative options that can be submitted to decision-makers for arbitration.
15 mins	4. Synthetising Findings and Defining Next Steps	The facilitator summarises the key findings and participants agree on the follow-up actions.

2.2. Workshop step by step guide

Phase 0: Framing and Icebreaker (recommended allocated time: 15 mins)

The facilitator orients the participants **towards the selected use case** and the overarching project objectives. They list all **relevant project factors** such as: goals, stakeholders, budget. This initial phase ensures that the subsequent discussions remain grounded in a **clear and concrete context**. It also serves to **align all stakeholders** on the purpose, scope, and expected outcomes of the workshop, fostering a shared understanding before diving into deeper phases.

¹ https://knowledgehub.ldt4ssc.eu/resources_content/methodology/

The facilitator also **organises an icebreaker** designed to foster mental and creative engagement by encouraging participants to adopt a playful, and open mindset. This initial interactive, game-like activity, stimulates imaginative thinking, reduces initial social tension, and prepares participants to engage fully in subsequent workshop phases.

Phase 1: Identifying Required Actions (recommended allocated time: 15 mins)

The objective of this phase is to **encourage each participant to individually reflect** on the **concrete actions** they consider necessary or the ones that they have already undertaken to implement the project. These actions can be across **all dimensions of their project**, including **legal, technical and organisational aspects**. This is done to capture their individual perspectives on what needs to be done

Examples of such actions may include **presenting the project to elected representatives, drafting agreements with partners, consulting the legal department, collecting relevant data, or training colleagues** to ensure alignment and capability within the team.

Phase 2: Structuring the Action Plan (recommended allocated time: 30 mins)

The objective of this phase is to **consolidate the individually identified actions** into a **cohesive, visual, and chronological plan** that provides a **clear and structured overview** of the project's timeline.

First, the participants select and agree on a timeframe relevant to their project. The facilitator then draws an arrow on a **whiteboard or flipchart**, representing the course of time. They also write down the agreed upon time frame with dates.

All individual actions identified in the first phase are then collected. The group **transferred them one by one to the timeline**. Each action is **placed in chronological order**, ensuring a **logical and efficient progression** from one action to the next. Actions can be placed in parallel if needs be, allowing certain tasks to be **executed simultaneously**. Where actions are **interconnected**, these relationships are visually represented with **"bridges"**, making it easy to **identify dependencies** and understand how the completion of one task may **influence or enable another**.

NB: Drawing a Directed Acyclic Graph (DAG) could be helpful to visualise the actions and the order in which to take them.

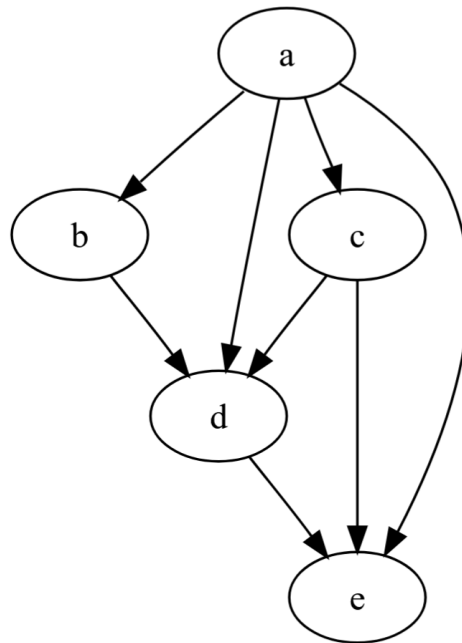


Figure 1. An illustration of a DAG as successive steps to be taken,
from https://en.wikipedia.org/wiki/Directed_acyclic_graph

While each action is placed, the facilitator must prompt participants to specify both a **start and end date** and clarify the objectives of the action using the SMART (Specific, Measurable, Achievable, Relevant, Time-bound) framework.

The facilitator's role is to **guide the discussion**, ensuring that **all actions are included** in the timeline and that the **logical flow of the plan is maintained** and ensuring that **defined objectives are SMART**.

Phase 3: Developing Implementation Scenarios (recommended allocated time: 30 mins)

Building upon the consolidated timeline developed in the previous phase, participants will develop **three distinct implementation scenarios**.

The objective of this exercise is to **provide decision-makers with clear, comparable options**, each offering a **unique strategy**.

1. The **first scenario** outlines the **complete and ideal implementation path**, where **every planned action is executed as originally envisioned**. This scenario represents the **most ambitious vision** of the project, assuming optimal conditions and full alignment with the initial objectives.
2. The **second scenario** presents a **realistic and adjusted approach**, acknowledging **potential constraints** such as limited resources, capacity challenges, or external dependencies. In this scenario, certain actions may be **postponed, simplified, or modified** to better align with **available capabilities**, ensuring a **pragmatic yet effective** path forward.
3. The **third scenario** adopts a **minimalist or alternative perspective**, focusing **exclusively on the essential elements** of the use case. This scenario **sets aside or reimagines** components that may prove **too costly, overly complex, or impractical**.

to implement, thereby offering a **lean and focused** strategy that prioritises **core objectives** while minimising risk.

The facilitator's role is to **ensure that all scenarios are comparable, well-documented, and individually clearly articulated**, enabling decision-makers to **evaluate each option objectively**.

Phase 4: Synthetising Findings and Defining Next Steps (recommended allocated time: 15 mins)

The facilitator **synthesises the workshop's key findings**, addressing any outstanding questions from participants to ensure clarity and alignment on next steps. Finally, the session concludes by **defining responsibilities, timelines, and follow-up actions**, ensuring accountability and momentum as the project progresses.

2.3. Recommendations for Workshop facilitation

To ensure the workshop's effectiveness, facilitators are advised to adopt the following approaches:

Guide the Scenario Development

When developing the three scenarios, facilitate a structured discussion. Start with the ideal scenario, then systematically explore what adjustments would make it more realistic, and finally, what the minimal viable version would look like. Ask probing questions like, "What would happen if we couldn't do X?" or "What's the core element we can't do without?"

Keep the Focus on Decision-Makers' Needs

Remind participants that the scenarios are meant to be practical options for decision-makers. Each scenario should be clearly described, with pros and cons, so that the trade-offs are evident. Avoid jargon and ensure the final output is accessible to non-experts.

3. Next steps

The following workshops for the IMPLEMENT step are:

- *4.3 Designing a Sustainable Business Model: Funding, Valuation, and Deployment Strategies for Your Project*
- *4.4 Refining the Business Model: Designing, Testing, and Refining Your Strategy with a Canvas*
- *4.5 Completing your Data Cooperation Canvas (DS4SSCC): Developing Multi-Stakeholder Data Cooperation*

Next Methodology steps:

- *Done: Complete the EXPLORE workshops*
- *Done: Complete the VALIDATE workshops*
- *Done: Complete the DEFINE workshops*
- *Ongoing: Complete the IMPLEMENT workshops*

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