

**Table 3 :Process modelling protocol**

Activity and Description	C/ I*	Materials and Duration
<b>Reception:</b> The facilitator (researcher or method engineer) describes the general context of the session through electronic slides.	C	PowerPoint 15 min
<b>Roundtable and role assignment:</b> The facilitator presents the different identified roles in the process and assigns each role to the related participant. Generally, each participant plays the same role as he/she has in real life. In the support tool ISEasy, a role is depicted by a colour. Moreover, the facilitator represents the external actors.	C	ISEasy tool 10 min
<b>Scenario proposal:</b> Scenario is collectively discussed. It must be precise and limited enough to be simulated in less than two hours.	C	20 min
<p><b>Role-playing:</b> Each participant plays a role and acts out a real-life situation in order to get in a participative way, a description of activities performed during the innovative project. Participants take their turn, one after the other, depending on the situation, as occurs in real life.</p> <p><i>Hint:</i> A participant places a yellow post-it on the workspace to represent an activity he accomplishes during the process. Then he creates documents that he used to accomplish this activity. Other participants can further reuse these documents in their activities. If the intervention of an external actor is necessary, a pink post-it is added, where no action is noted on and only documents may move on. When the participant has finished to describe an activity, he/she draws one or more arrows handing over the turn to the next participants.</p>	C	ISEasy tool 40 min

\*Collective/Individual

Cette fiche est une annexe de l'article « Proposition of a participative method to elicit and enrich ACAP's organisational routines » paru dans la revue innovatiO, n°5-« L'interdisciplinarité en action au sein des projets de recherche en innovation » 2018.