The Learning Space toolkit enables you to envision needs for space, technology, and services and then plan for how best to meet those needs.
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## 1. ROADMAP: the schedule and activities needed to plan and implement learning spaces

<table>
<thead>
<tr>
<th>GUIDING PRINCIPLES</th>
<th>PROJECT PROCESS MAP</th>
<th>ACTIVITIES, STAKEHOLDERS &amp; COMMUNICATION TOOLS</th>
<th>RESOURCES</th>
<th>CHECKLIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best practices in planning and implementation process, including facilitation, scheduling, and scope definition</td>
<td>Overview of process with key milestones over a typical project timeline</td>
<td>Overview of key activities, stakeholders involved and communication tools used during the process</td>
<td>Compilation of links to resources in regards to managing the project (ie. project scheduling tool etc.)</td>
<td>Summary of key issues to be addressed to ensure success along the way</td>
</tr>
</tbody>
</table>

## 2. NEEDS ASSESSMENT: the resources to understand envisioned activities for a learning space and assess how well spaces are working

<table>
<thead>
<tr>
<th>GUIDING PRINCIPLES</th>
<th>METHODS OVERVIEW</th>
<th>RESOURCES</th>
<th>DATA GATHERING TOOLS</th>
<th>BUILDING PERSONAS TOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best practices in creating goals/objectives, metrics and samples of assessment methods/approach</td>
<td>Range of engagement methods to understand user needs and space performance</td>
<td>Links and references to existing methods and techniques in exploring user needs</td>
<td>Downloadable documents for conducting quantitative and qualitative research (ie. sample survey, interview questions, observations etc.)</td>
<td>Overview of workshop techniques to build user personas from research findings</td>
</tr>
</tbody>
</table>

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<th>USE-CASE TOOL</th>
<th>CHECKLIST</th>
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<tr>
<td>Tool to help produce a high-level summary of requirements for technology, services and space attributes to support each use-case</td>
<td>Checklist to ensure key research questions and issues have been addressed in the needs assessment</td>
</tr>
</tbody>
</table>

## 3. SPACE TYPES: the “building blocks” that make up technology-rich learning spaces

<table>
<thead>
<tr>
<th>GUIDING PRINCIPLES</th>
<th>SPACE DESCRIPTION TEMPLATE</th>
<th>SPACE TYPE TAXONOMY</th>
<th>SPACE BROWSER TOOL</th>
<th>CHECKLIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heuristics and design guidelines, referenced from recent implementation samples</td>
<td>Template to fill-out to list required design criteria for a future learning space</td>
<td>Detailed outline of space attributes for learning spaces</td>
<td>Interactive tool designed to browse through a catalog of space types and example spaces</td>
<td>Checklist of critical issues related to learning space design</td>
</tr>
</tbody>
</table>
The Learning Space toolkit enables you to envision needs for space, technology, and services and then plan for how best to meet those needs.

### 4. SERVICES/SUPPORT: services provided within spaces to support their users

- **GUIDING PRINCIPLES**
  - Stories of what works and what doesn’t in learning spaces support services

- **PROCESS OVERVIEW**
  - Overview of exploring the support services integral to the successful use of informal learning spaces

- **RESOURCES**
  - References and links to resources in supporting learning spaces

- **PERSONAS OVERVIEW**
  - References and links to resources in exploration of the roles associated with providing support services

- **JOURNEY MAP OVERVIEW**
  - References and links to resources in diagraming and highlighting the touchpoints the users engage with

### 3. TECHNOLOGY: the range of technology within learning space and how to plan for it is successful implementation, adoption, and support

- **GUIDING PRINCIPLES**
  - Compilation of what works for assessing, implementing, and supporting technology in learning spaces

- **TECHNOLOGY PARTNERS**
  - Assessing and identifying the various specialist partners for the project process

- **TRENDS**
  - Overview of technology-use in alignment with current trends of informal learning environment design

- **TYPES & TIERS OF TECHNOLOGY**
  - Reference for classifying various available technology according to cost, complexity, purpose, etc

- **SUSTAINABILITY STRATEGIES**
  - Strategies and components of a sustainable technology plan

- **INFRASTRUCTURE TOOLS**
  - Tips, heuristics and examples to consider when planning infrastructure to support innovative and versatile learning spaces

- **RESOURCES**
  - Compilation of links to forecasts, futurologists’/expert studies in future learning technologies

- **CONTEXT MAP**
  - Mapping tool to assess current position and future aspirations within the context of technology provisions and support

- **TECHNOLOGY BUDGET TOOL**
  - Tool to help plan and manage costs related to the project

- **CHECKLIST**
  - Checklist of technology issues and future options have been properly explored

### 6. ASSEMBLY INSTRUCTIONS: how these space type building blocks go together in terms of adjacencies, location, etc

- **GUIDING PRINCIPLES**
  - Best practices in assembling the components of informal learning space: technology, services, and space

- **NEIGHBORHOOD TOOL**
  - Tool to explore how different spaces/activities work together to create “zoning” guidelines as with neighborhoods in cities

- **SYNTHESIS & PRIORITIZATION TOOL**
  - Tool to help explore putting together the different sub-components of this tool kit and prioritizing the implementation

- **CHECKLIST**
  - Checklist of issues to be covered in completing the planning and schematic layout of learning spaces via the Learning Space Tool Kit