Mosaic is a method aimed at helping teams prototype their future creative space.

It is based on the idea that team behavior influences physical space and vice-versa. It all starts with the team’s needs!
How to use it
Using Mosaic

2 - 3 hours  Max. 6 persons  Brown paper, markers

Mosaic works in 3 phases that guide a team in the conceptualization of its future creative space.

Before you start...

Follow these suggestions to assemble your kit before using it.

Print the working material on 200g DIN A3 sized paper. Make sure the activity card sheets are printed double-sided with short-edge binding.

Laminate and cut the activity cards so you can use your set more than once!
The Activities

The type of activities a team performs at work and the way they are prioritized reflect the team’s culture. Learn what is important for each team member through discussion.

Phase 1: Team Activities

Spread the 36 different activity cards on the brown paper so that the activities face upwards. Taking turns, go through the following steps.

1. Select the team activities
   - 20 min

   One by one, pick the activities you want to perform in your future space. Take turns until the whole group has selected 18 activity cards, including at least one of each color. When selecting, explain what this activity means to you and why you chose it. Discuss whether you are satisfied with the selection. Exchange cards or use the blank cards to create custom activities if necessary. Once all 18 activities are chosen, remove the remaining activity cards.

2. Prioritize the selected activities
   - 20 min

   Think about how frequently the chosen activities should be performed in the future space. Taking turns, distribute the 18 activities equally among the frequency categories: sometimes, often and always. Ultimately, there should be 6 cards per frequency category.

3. Get additional activity cards
   - 10 min

   Activities occurring on a highly regular basis will be emphasized on the space layout. Based on your categorization, get additional cards:
   - Activities happening always are triplicated.
   - Activities happening often are duplicated.
   - Activities happening sometimes do not receive any extra cards.

   Your group should now have 36 activity cards (18 always, 12 often, 6 sometimes).
The Space Areas

The selected activities are mapped to the physical areas where they should be performed. After clustering the chosen areas, you will be able to visualize how versatile they are.

Phase 2: Area Selection and Clustering

Select the areas for each activity

Flip the activity cards around and write down the area where each activity should be performed. Use the “Creative Areas” poster as reference. In the case of duplicated or triplicated activities, you can write the same area more than once or choose different areas for the same activity.

Form zones by clustering the cards with the same selected area. Zones with many different colors show that many different types of activities take place in them.

Six different activity types

Mosaic considers six different types of activities that can take place in a creative space, each represented by a different color.

These types differ from each other in their characteristics, mainly in their noise level. Based on your choice of activities, sort the general category cards from silent to noisy. For example, activities of the type “individual work” are usually very silent, while activities of the type “collaborative work” tend to produce more noise. Keep this sorting visible throughout the rest of the exercise as it will influence the spatial layout.
The First Layout

Define the location of the different areas in relation to each other to form a cohesive space. With the help of several guiding questions, build the first layout of your future creative space.

Phase 3: Space Building

Build a map of the future creative space

45 min

Now that you have an overview of the different zones within the future creative space, it’s time to refine zoning, positioning and relation to each other. Move the cards around to build a more detailed and cohesive map of your space. Use the following guiding questions:

• Should small zones be placed inside of larger zones or remain as isolated spaces?
• Should large zones be split and if yes - how?
• Which areas are good/bad neighbors of others?
• Which zones act as convergence or gathering hubs? Are they central or peripheral?
• Which zones need to be divided with or enclosed by walls?
• How will a person navigate through the space?

Mark divisions and connections between zones on the underlying paper and draw additional elements and labels for clarification. Take into account the characteristics of the different activity types (see phase 2) to decide which areas can be placed together. The final result is a map of your future creative space showing the distribution of the different areas and activities.
The Space Map

The result is not only a map of the future creative space, but also a shared understanding of the team’s ideal way of working.
But this is only the beginning! Experience the full version of our Creative Spaces Service.

Your workplace is the embodiment of your values and behaviors. We guide you in setting up a creative work environment in your organization.

Contact us: dcc@sap.com
Creative Areas
Activity Cards 1  
Front Side / Print 3 times

- Work silently
- Display inspirational artifacts
- Have one-to-one meetings
- Exchange knowledge and best practices
- Showcase work internally or externally
- Listen to external speakers or guests
- Play games while at work
- Watch movies together
- Read books and magazines
Have one-to-one meetings
Display inspirational artifacts
Work silently

Listen to external speakers or guests
Showcase work internally or externally
Exchange knowledge and best practices

Read books and magazines
Watch movies together
Play games while at work

Activity Cards 1 Back Side / Print 3 times
Activity Cards 2

Front Side / Print 3 times

- Work on personal projects
- Do home office
- Have calls in private
- Give and receive project feedback
- Participate in training activities
- Promote our way of working
- Do sports together
- Prepare food
- Take a nap
Activity Cards 2

- Have calls in private
- Do home office
- Work on personal projects
- Promote our way of working
- Participate in training activities
- Give and receive project feedback
- Take a nap
- Prepare food
- Do sports together

Print 3 times
Activity Cards 3  Front Side / Print 3 times

- Experiment with latest technologies
- Produce own video and photo material
- Create tangible prototypes
- Discuss spontaneously
- Collaborate virtually
- Co-create together with customers
- Eat together
- Network at events
- Celebrate special occasions together
Activity Cards 4

Front Side / Print 3 times

- Build own furniture
- Produce own print material
- Decorate or design space interior
- Align in regular team meetings
- Work in small project teams
- Work in collaborative sessions
- Engage in team activities after work
- Exchange personal experiences
- Host customers and colleagues
Activity Cards 4

Back Side / Print 3 times

- Decorate or design space interior
- Produce own print material
- Build your own furniture
- Work in collaborative sessions
- Work in small project teams
- Align in regular team meetings
- Host customers and colleagues
- Exchange personal experiences
- Engage in team activities after work
Extra Blank Cards

Back side / Print as needed
Extra Blank Cards  Back side / Print as needed
Frequency And Category Cards

Print 1 time

SOMETIMES

OFTEN

ALWAYS

MAKING

COLLABORATIVE WORK

SOCIALIZING

RECREATION

PRESENTATION

INDIVIDUAL WORK