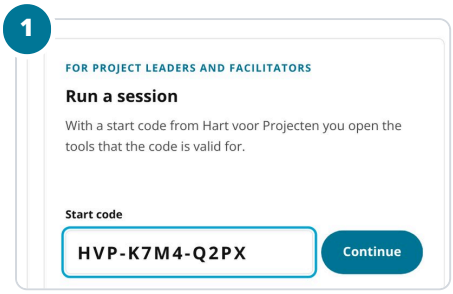
Your first session in six steps

You facilitate the session on your laptop, the team takes part on their own laptop or phone, and the presentation screen shows what is happening: on a big screen in the room, or shared in the video call. You need a start code: it is good for one session, with a tool of your choice.

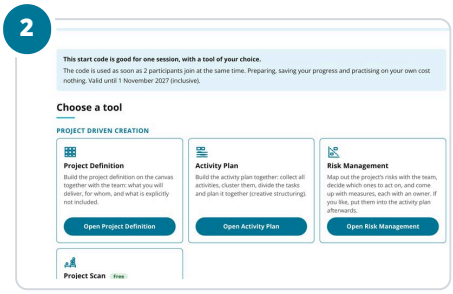
1



Enter your start code

Go to **sessions.hartvoorprojecten.nl**. Under Run a session, enter your start code and choose **Continue**.

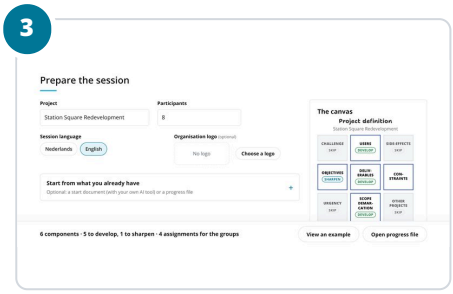
2



Choose a tool

Choose **Open …** for the tool of your session. Looking around and preparing cost nothing.

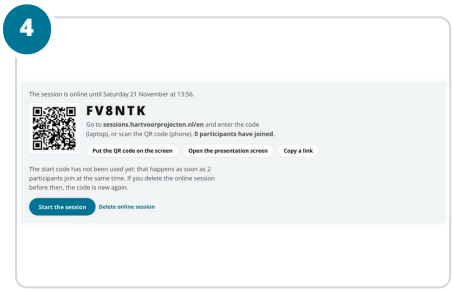
3



Prepare the session

Name, number of participants, language and the tool's choices. Your browser keeps the set-up.

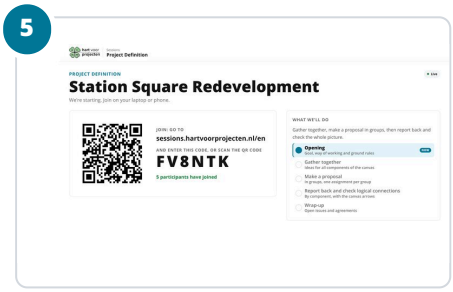
4



Put the session online

At the bottom, under The session: **Put the session online**. You get a session code and a QR code.

5



Open the presentation screen

Choose **Open the presentation screen**, drag the new tab to the big screen or projector and make it full screen. Online: share that window in the video call.

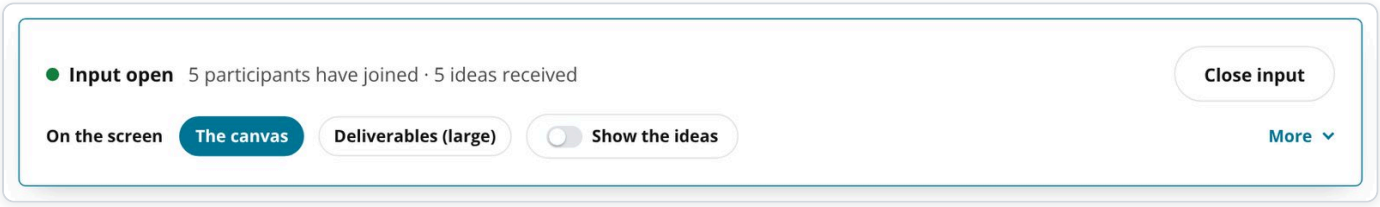
6



Let the team join, and start

The team joins with the address and code (laptop) or the QR code (phone) and enters a first name. Has everyone joined? Choose **Start the session**.

During the session



- **The main button** on the right does what is needed now: open or close input, or **Continue: …** to the next step. The screen and the team come along.
- **On the screen**: choose what the presentation screen shows. What the team sends in reaches you first.
- **More**: what you need less often.
- **Online · session code · participants** (at the top): the QR code and Who is taking part.
- **Save progress** (at the top): everything from the session as a file, at any time.
- **The question mark**: explanation at every step, and the tool's guide as a PDF.

Wrapping up: download the result, save your progress and choose **Close and delete the session** (Project Scan: **Delete online session**). If you do nothing, Sessions deletes the online session automatically, 24 hours after you put it online.

The six tools

TOOL	HOW IT GOES	YOU END UP WITH
Project Definition what the project delivers, for whom, and what is not included	Opening › Gather together › Make a proposal (in groups) › Report back and check logical connections › Wrap-up	The project definition (Word) and the canvas (PDF)
Activity Plan from activities to a shared schedule	Opening › Collect activities › Decide › Cluster › Divide the tasks › Make the schedule (in groups) › Align the schedule › Wrap-up	The activity plan (Excel and PDF)
Risk Management from what could go wrong to measures with an owner	Opening › Identify risks › Prioritise (in the risk matrix) › Measures (in groups, then report back) › Schedule (optional) › Wrap-up	The risk analysis; with Schedule also the updated activity plan
Project Scan free where does the team stand?	Per question: everyone chooses a score from 0 to 10 › the picture › discuss › agree. Finally, the overall picture.	The report (PDF and Word)
Goals-Efforts Network from the vision to goals and efforts, with a programme team	Opening › Goals (in groups) › Operationalise (in groups) › Efforts › Connect (in groups or plenary) › Wrap-up	The goals-efforts network (Excel, PDF, Word and an image)
Programme Course looking back and ahead with a programme team	**Review:** Gather together › Organise by line › Report back › Actions and agreements. **Outlook:** Individual input › Merge and organise › Report back › Walk through together › Wrap-up	The overview with the timeline (PDF and Excel)

Your start code

- **One code, one session**, with a tool of your choice.
- **The code is used as soon as 2 participants join at the same time.** You and the presentation screen do not count.
- **Practising costs nothing:** preparing, View an example, a trial with your own laptop or phone. If you delete a session before the code is used, the code is new again.
- **Sessions deletes the online session 24 hours after you put it online.** Continue later? Save your progress: within 7 days after the code was used, you put it online again with the same code.
- **The code is used up** 7 days after it was used, or straight away when you then close and delete the session. Continue later? Then don't choose Close and delete the session.
- **The Project Scan is always free** and does not use the code.
- **Keep your start code to yourself.** The team only needs the session code.

What you need

- ✓ A laptop for you, and a big screen or a projector (online or hybrid: a video call in which you share the presentation screen).
- ✓ Internet for everyone: Wi-Fi or mobile data.
- ✓ A laptop or phone for each team member; for group work, one laptop per group.

Tips

- Practise first with **View an example**, at the bottom of the set-up, before you prepare: the example replaces your set-up.
- Keep the tab with the controls in view, and put the presentation screen in a window of its own.
- Open the session in one tab at a time.
- Keep the QR code in view until everyone has joined.

If something goes wrong

- **The screen is not keeping up:** check at the top whether your laptop is connected. The screen then catches up by itself.
- **A team member cannot get in:** ask them to scan the QR code again or type the session code. On the same device, they rejoin with the same name.
- **Does your laptop fail?** Enter the same start code on another device and choose **Take over the session** (not in the Project Scan). The team will not notice anything.
- **Want to be sure of what you have?** Save your progress.

Help: the question mark in the tool, at every step. The full facilitator manual is at sessions.hartvoorprojecten.nl/en/manual. Questions or feedback? Email **info@hartvoorprojecten.nl**.