

Table 5: Routine elicitation protocol

Activity and Description	C/ I*	Materials and duration
<p>Preparation: The facilitator brings the knowledge map resulted from previous phase and explains that participants should focus on the transformation circles to illustrate what was performed to acquire, transform and exploit external knowledge.</p>	C	Knowledge map 15 minutes
<p>Storytelling: Participants tell concrete stories of what happened in the transformation points and how external knowledge was acquired, transformed and exploited.</p> <p><i>Hints:</i></p> <ul style="list-style-type: none"> - The first participant chooses a cell, tells a story in one minute and synthesises it in a phrase: “<i>Tell a story of what happened or could have happened in this node?</i>” - After each phrase, participant marks the cells that he/she used on the game board. <ol style="list-style-type: none"> 1- Verbs: represent the actions 2- Artefacts : represent tools, documents etc. 3- Actors: represent internal or external actors or experts. 4- Idea cells: when participants cannot find words to use on the game board, they can propose new cells. - Facilitator inserts the phrase in an Excel table. - If one of the participants wants to continue the story but it is not his/her turn, he/she can push the buzzer (game rule: a participant cannot push the buzzer more than twice on a same story). 	C	Buzzer Game board Excel table Colour pen 40 minutes
<p>Practice characterization: participants are invited to characterize the activities based on three characters:</p> <ul style="list-style-type: none"> - Performed individually/collectively. - Systematic/emergent: means if the practice is performed regularly or only once during the project. - Shared/not shared: means if the practice and its result are shared with other actors of the project and organisation? 	C	Excel table 10 minutes

**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.