Bottom Up Innovation Trainers Guide

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# Purpose:

This Material is to serve as a starting place to begin creating change within your organization or your customers organization by empowering the front-line workers with tools and trust so they can create the solutions necessary to streamline and rethink the current business processes in more efficient ways.

Leading this material effectively will require SOME level of Microsoft Flow and PowerApps knowledge so you can create or at least explain demos that can inspire creativity and get people's minds wrapped around what is possible with these tools.

Agenda:

3.5 Hour Workshop

45 Minutes – PowerApps Introduction

15 Minutes – Functional PowerApps Demo

10 Minutes - Break

45 Minutes – Microsoft Flow Introduction

15 Minutes – Functional Flow Demo

10 Minutes – Divide Groups into Groups/Teams

30 Minutes – Idea Generation Session

20 Minutes – Idea Sharing with everyone

10 Minutes – Assign Item Owners

Introduction to PowerApps:

Before you begin, tell the user to think of what you are going to show them in relation to their job duties. Tell them to think of problems they encounter and how these tools could possibly help them solve them.

Use the Included PowerApps deck to introduce the audience to what PowerApps is. Focus on explaining functionalities and some of the core scenarios and the different types of Apps.

Functional PowerApps Demo:

This is where it's your job to build or source some demos.

Does the company use the tools already in IT? Do users interact with the platform already and not know it? Highlight how this company is using PowerApps already.

Does this company not use the tools already? Build a demo that you know can speak to their immediate pain. If you don't know their pain, build something that speaks to a common issue that all companies face.

The point being, this will be your moment to really drive it home in a REAL-WORLD Way.

Go big here.

Break:

Give them a moment to breath after knocking their socks off with your app demos.

Serve refreshments. People always listen better when their tummies are full.

Introduction to Microsoft Flow:

Same idea as with PowerApps above, but this time showing Flow

Use the attached Introduction to Flow deck to talk about what Flow is, how it works, and the various concepts and types of Flows.

Functional Flow Demo:

This is where it's your job to build or source some demos.

Does the company use the tools already in IT? Do users interact with the platform already and not know it? Highlight how this company is using Microsoft Flow already.

Does this company not use the tools already? Build a demo that you know can speak to their immediate pain. If you don’t know their pain, build something that speaks to a common issue that all companies face.

The point being, this will be your moment to really drive it home in a REAL-WORLD Way.

Go big here!

Divide into Teams / Groups:

This is a VERY important step and honestly... the whole point of this entire exercise, so don’t mess this part up!

Divide the room into groups and have separate space for them to go and talk. These groups must consist of a mixed variety of job roles...

Each group must contain AT LEAST 1x of the following...

* 1 – IT Person
* 1- Decision Maker (Managers/C level/ Directors etc.)
* 1-3 – Business Group Workers (HR, Finance, Marketing, etc..)

Idea Generation Session:

Each of these job roles has responsibilities in the Idea Generation meeting.

The **Business Group Workers** are there to help create the solutions. Listen to them, as they are the closest to the pain and they understand what needs to change.

**IT** is in the room to help enable the business workers from a technology standpoint, NOT TO ROADBLOCK!

The **Decision Makers** are in the room to help unblock everyone to go and enable the creation and implementation of these proposed solutions. They are not there to direct.

Give them 30 Minutes to create/note as many ideas as they can. Don’t get too deep, just create as many as possible.

Idea Sharing Session:

Gather all of the groups back up into the presentation space. Have them share their top ideas with the rest of the room.

Assign Ownership:

Ideas are great. Action is better. All of the best ideas should be assigned project owners. Those owners should work to create these solutions themselves, enlisting the help of IT to unblock or assist them only when necessary.

IT should be building REST endpoints to connect to Flow and PowerApps to the various internal systems, thus focusing now on rapid solution development rather than native coding of applications.