

The UNITE Circle Constitution Template

The UNITE Circle Constitution Template allows a circle to establish their work agreements. It helps you efficiently define what each circle is all about.

A part of the Digital Leadership Capability Management Reference Content: #DL-MS-OD-COS-CC.
More information on this model is [available here](#).

Proudly shared OpenSource.

This work is shared under the following Creative Commons Licence:

Attribution-ShareAlike 4.0 International (CC BY-SA 4.0)



You are free to:

Share — copy and redistribute the material in any medium or format

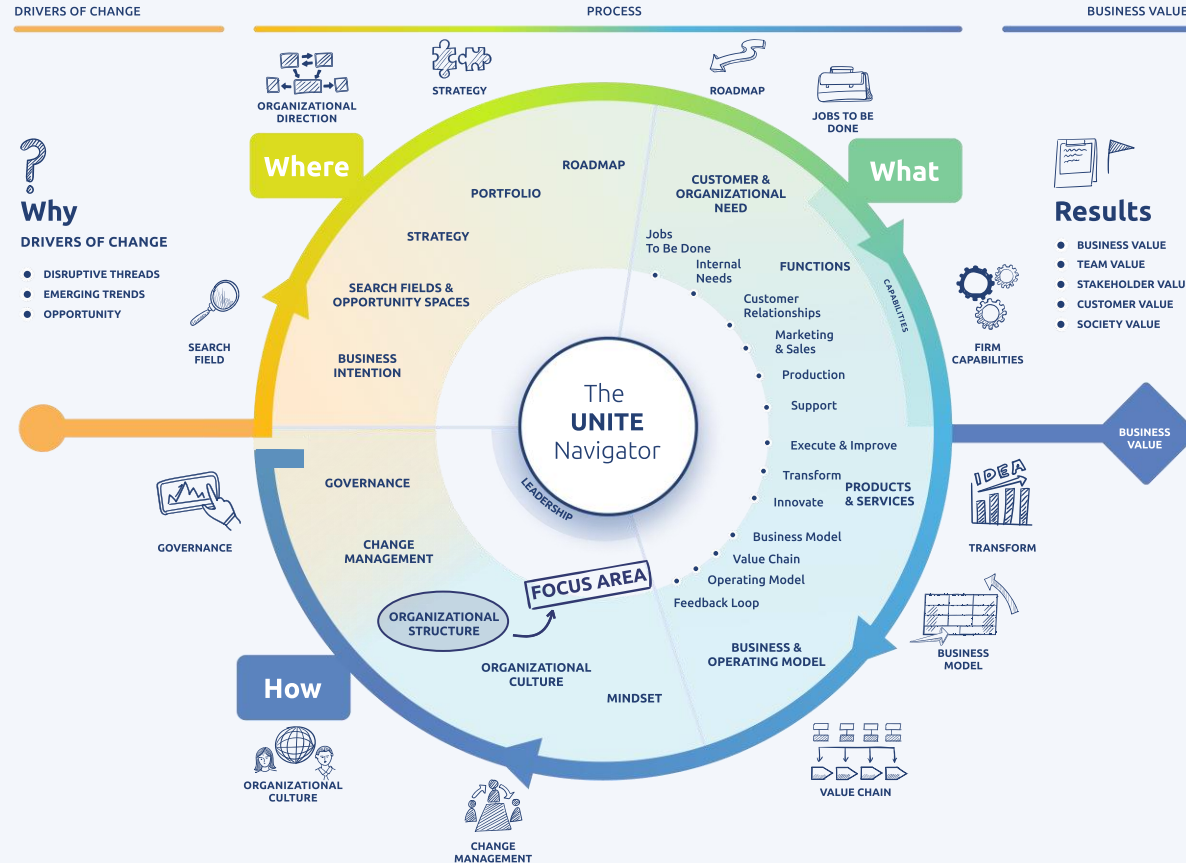
Adapt — remix, transform, and build upon the material
for any purpose, even commercially.

Under the following terms:

Attribution — You must give appropriate credit, provide a link to the license, and indicate if changes were made.

ShareAlike — If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original.

THE UNITE NAVIGATOR – An overview and introduction to all UNITE models



- > The UNITE models are the by far largest library of innovation and transformation models on the Internet. They cover all areas of digital strategy, innovation, transformation as well as any related field.
- > The UNITE Navigator provides an introduction and overview of all digital-related fields.
- > As part of today's presentation, we will focus on a template that will help you define how to setup new organizational circles effectively.

Background to the UNITE Circle Constitution Template

Why we use it

Each circle should be able to work in a maximally self-organized way.

However, people also need rules and guidance in their work, which the colleagues establish with the constitution of a circle.

How it works

At the first working meeting the colleagues work out their constitution based on their work order given by the founding circle.

The seven recommended elements of the constitution require a 2h working session and enable a circle to pick up the work immediately.

What is the goal

A clear setup of a new organizational circle.

The colleagues have agreed on the scope of work, the meeting and learning rhythms in order to fulfill their purpose.

It is agreed which colleagues work how much time in this circle and which roles they take on.

Each constitution is public which allows self-organized resource management and to ensure the purpose of each circle matches the overall value creation.

> Please read the [related chapter in the book](#) to fully understand the concept of Circular Organizational Structure.

The challenge of organizing for innovation

- > Every self-organized team needs **binding rules** in order to function.
- > In order to establish the ability to work without a team leader, these rules should be developed as **pragmatically and clearly** as possible.
- > It is important that each circle can provide the **same answers about their raison d'être and their set-up** throughout the organization.
- > **We need a tool** to enable the complex and time-consuming time management and circle allocation in a self-organized way.

Introducing the Circle Constitution Template

- > The Circle Constitution Template contains the most important information to make a circle operational from the self-organization point of view.
- > It enables the colleagues to determine their circle assignments independently and thus the complex resource management in the organization can be delegated to the colleagues.
- > It requires colleagues to agree on the purpose of their work in order to eliminate any misunderstandings from the work assignment.
- > It automatically triggers the process of role assignments and requires a binding commitment to the self learning organization.

THE UNITE CIRCLE CONSTITUTION TEMPLATE

NAME OF THE CIRCLE*	VISION
PURPOSE, NATURE, AREA OF RESPONSIBILITY*	FURTHER INFORMATION
A new colleague shall understand the few sentences well and quickly.	Where do we store work protocols and other information.
CONSTITUTING CIRCLE*	REGULATORY FRAMEWORK
	Mention only the circle-specific regulatory frameworks, which result from the circle's special products, business models, markets or the like and are not affecting the whole organization.
CUSTOMERS, SERVICE RECIPIENTS, REVENUE GENERATORS*	EXTERNAL REFERENCES
SUPPLIERS, COOPERATION PARTNERS	WORK EQUIPMENT
Who are our most important suppliers and cooperation partners? What special dependencies exist from, to or between them? What special framework conditions and contracts exist here?	List what tools, hardware, software, machines, licenses, algorithms, vehicles, etc. are included?
 PRODUCTION RESOURCES	
What means of production are relevant to the value creation and purpose of the circle, such as: materials, raw materials, intermediate products and data.	

 SUB- & COMMON CIRCLES*		
CIRCLE NAME	SUPERVISOR	
 MEMBERS AND ROLES*		
NAME OF COLLEAGUE	OW H./W	ROLL
		HOST
		DOCUMENTARY
		LEARNING FACILITATOR
		ECONOMIST
 WORKING MEETINGS AND PROCESSES*		
DESIGNATION	RHYTHM	HOST
WORKING MEETING		
RETROSPECTIVE		

*Recommended fields to complete at the first working meeting of the circle.

> **Members and Roles**

The distribution of work within a circle can be subdivided with the assignment of roles. A number of roles that are relevant for self-organization are specified.

Roles required to manage operational work like duty scheduling, quality assurance, work scheduling, etc. or even specific operational tasks like customer service, production, contracting, etc can be created and entered as required.

The work time required to perform a role is part of the total work time that the role owner performs for the circle, and thus is separate from the operational work. For each role, estimate the effort per week, month or year and fill it in.

> **Working meetings and processes**

What regular work meetings, activities and processes does the circle plan and who is responsible for or hosts them?

> **Sub- & common circles**

A large area of responsibility can be further subdivided by a circle forming corresponding sub-circles. This is always useful if the size of a circle is to be limited to 5-10 people.

*Recommended fields to complete at the first working meeting of the circle.

> **Vision**

Notes strategic decisions, mission statements, visions or goals of the circle.

In which direction do we want to evolve?

What do we want to achieve in the future? When a circle is founded, it will almost always be a matter of fulfilling the purpose of the circle in the first place and becoming operational. However, at the latest after the initial retrospective, a circle will most likely have very specific concerns regarding the future of the circle.

> **Customer, service recipients, revenue generators**

In a complex context, this question is often less clear than one might think. Due to the strong division of labor, the service recipients of many circles are other circles and organizational units. This is true for the central service circles, but to a certain degree also for the business circles. In addition, payment is not always made directly for the service provided, or service recipients and service payers are different entities, such as for example advertising revenue from county value added.

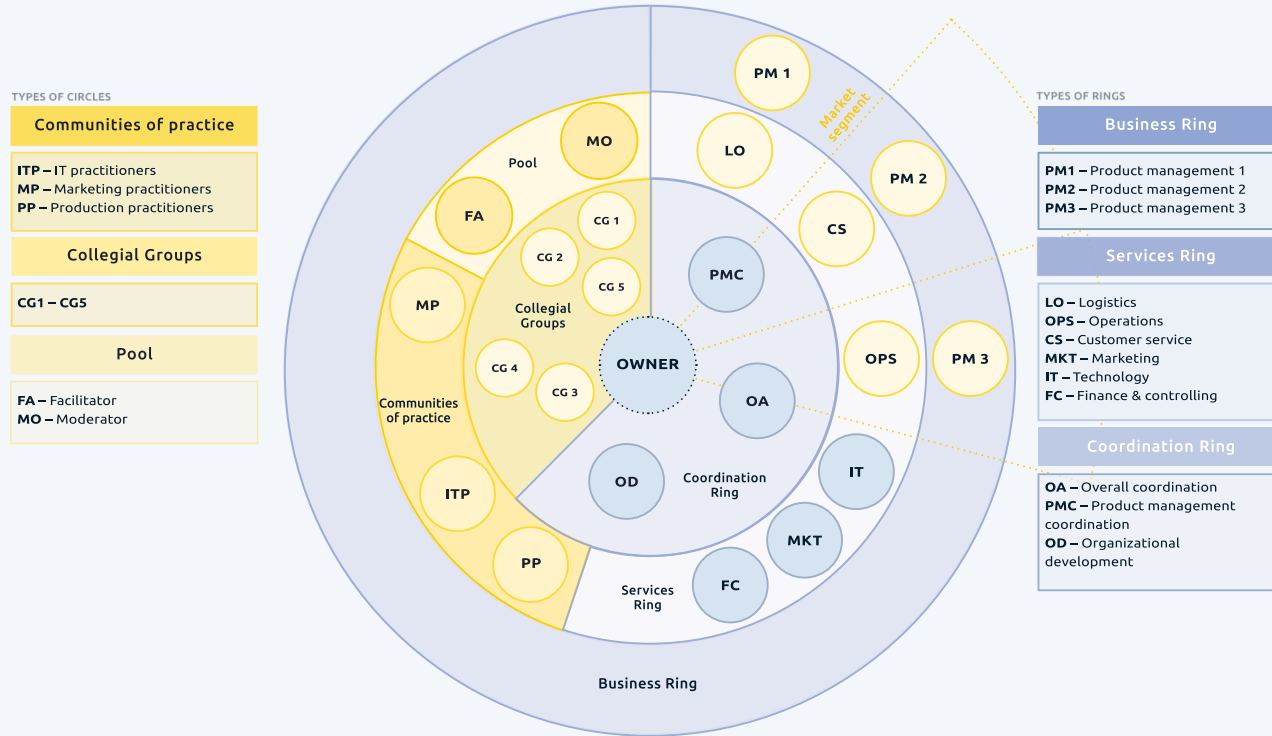
> **External references**

The fundamental question is: where can our service be purchased outside our own organization and what factors determine competitiveness here?

Every circle, especially internal service circles, must take care of its future and competitiveness. Circles whose services, however, are predominantly not bought directly by customers or the market, but have predominantly only internal customers, therefore need other external references.

Related models

THE UNITE CIRCULAR ORGANIZATIONAL STRUCTURE



Introducing the circular organizational structure

The circular organizational structure is an alternative to a classical pyramid organizational structure. It supports in particular agile organizations who are operating in fast-paced environments and allows to tap into the intelligence of all involved.



THE UNITE CIRCULAR ORGANIZATIONAL STRUCTURE

Download the UNITE Models for FREE



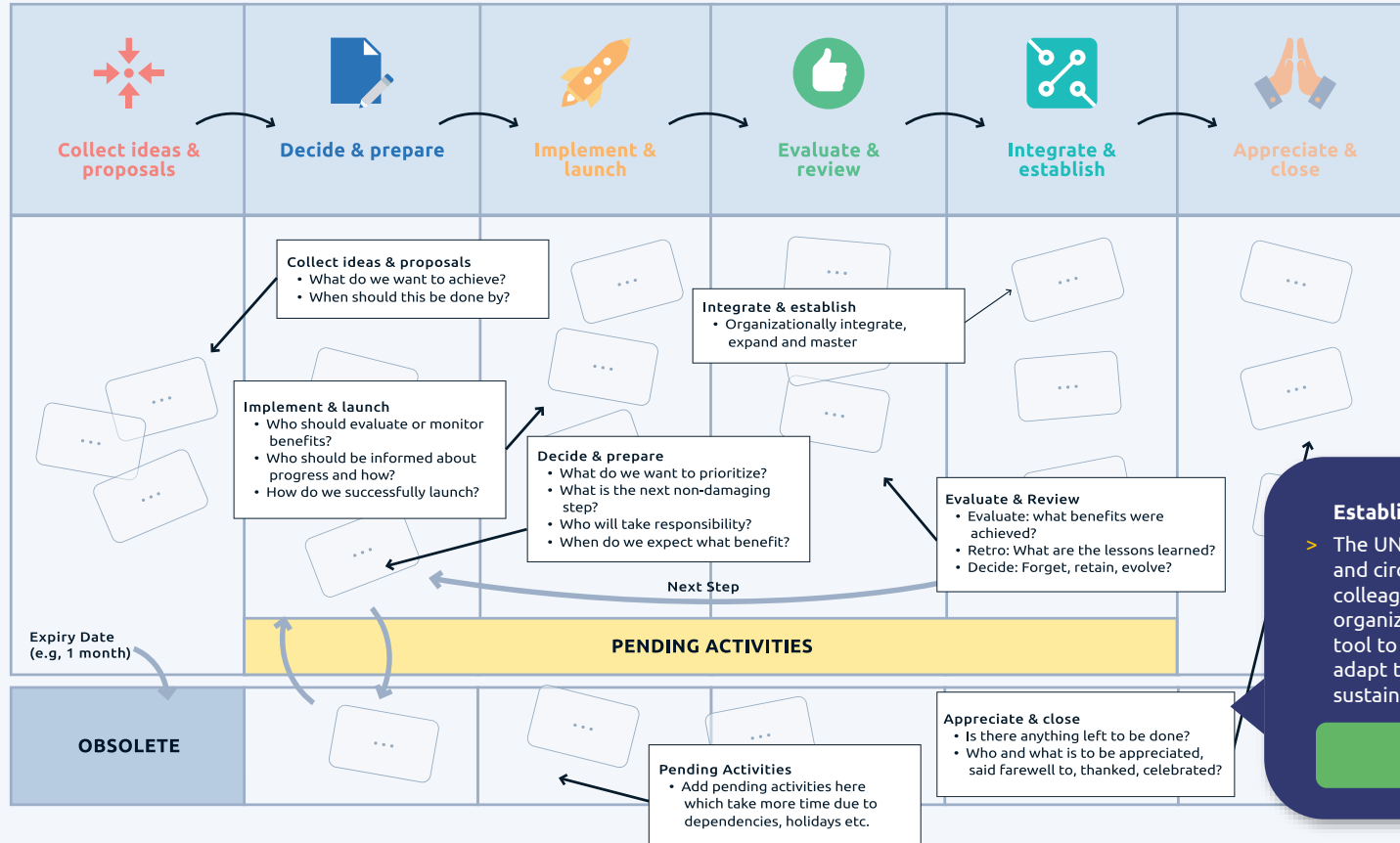


Your business idea launched and grows and grows. Where to go from know, how can we scale and still keep the start-up culture, entrepreneurship and mindset alive. Look no further, visit the UNITE model “Scaling the circular organization”.

↓ THE UNITE CIRCULAR ORGANIZATIONAL STRUCTURE

Download the UNITE
Models for FREE

THE UNITE COMPANY BOARD

**Establish collaboration between circles**

- > The UNITE Company Board is the way an agile and circular organization evolves. It allows all colleagues to step back and work "on the organization". The company board is a critical tool to help the organization to continuously adapt to the market as quickly and sustainably as possible.

**UNITE COMPANY BOARD**

Proudly shared OpenSource. This work is licensed under a Creative Commons Attribution-ShareAlike 4.0 International License.

Designed by: Martin König & Stefan F. Dieffenbacher, building on the work of Bernd Oestereich & Claudia Schröder (<https://kollegiale-fuehrung.de>)

Main authors



MARTIN KÖNIG

Organizational Transformation Coach & Lecturer

SAFe SPC, OKR Master, Coach for Self-Governing Organizations, Leadership & Team Development; Lecturer Agile Organization Development at the University of Applied Sciences FHNW Basel.

I have coached and advised over one hundred owners of traditional, family-owned businesses, international corporations, NGO's, C-level members and Boards of Directors. My mission is to empower people and activate their intrinsic motivation to radically simplify the complicated and uncertain path of change towards a living, thriving, self-learning and future-proof organization. My mandates includes coaching and advising of strategy development, leadership- and team development, and organizational transformation from classic hierarchical to self-governing, agile companies.

SEND AN E-MAIL

martin.koenig@tripleminds.ch



STEFAN F. DIEFFENBACHER

Founder & Managing Director of Digital Leadership, Industry thought leader for digital innovation & transformation

Executive MBA, MSc Enterprise Process Management, Master in International Management, TSTA, CPM, PMP, Scrum Master, Enterprise Architect

Over 20 multi-million Euro & Dollar projects, 14 years abroad living in 11 countries, research and lectures at numerous European universities, 18 startups either co-founded or invested in, setup of over 20 companies, led over 1.000 workshops, numerous awards and always new impulses – this is Stefan F. Dieffenbacher. Led large scale projects & programs with multi-million-\$ impact for: BMW, BNP Paribas, Deutsche Telekom, Epson, Etihad Etisalat, Hubert Burda Media, IBM, Jaguar, Linde, Mobily, o2, Pfizer, Sapient, Sky, VNG, Vodafone, and others.

SCHEDULE YOUR CALL

Office +41 (0) 44 562 42 24
sd@digitalleadership.com



Thank you for
making your work
available **Open**
Source!

»We help to build organizations for the future. We courageously need to break new ground, make decisions and shape the future.«

At tripleminds we are convinced that people and organizations need more than the ability to analyze. We are all living organisms that have to deal with internal and external influences. Only when we live empathy, adopt a change of perspective and unfold our potential, we can shape the future in a strengthened way.

That is why we at tripleminds create the framework for our clients so that all three levels - knowledge, willingness and action - are brought to bear in a balanced way.

- So that the potential as a person and as an organization is recognized and lived.
- So that together we can courageously break through pattern.
- So that the values are effective as an orientation for action for employees and customers.

We create clarity, make a significant contribution to real high-performance teams and support you and your organizations in developing your appropriate system for your future.

DISCOVER TRIPLEMINDS



Proudly sponsored by Digital Leadership.



And many others..



**HIGHLY EXPERT TEAM WITH
HUGE EXPERIENCE.**

OUR TEAM OF PARTNERS at Digital Leadership are executive-level professionals with outstanding leadership and delivery capabilities in their respective areas. What unites us is our values and beliefs, strong methodological foundation, 'Digital Leadership' experience and our willingness to drive change jointly with our customers.



**THE LARGEST SET OF
METHODOLOGY GLOBALLY.**

THE UNITE MODELS are the by far largest library of innovation and digital transformation models available on the market globally. They cover all important domains end2end and uniquely – they are deeply integrated. Please be invited to leverage them in your organization. **Let's UNITE and create a world worth living in !**



**THE BOOK ABOUT HOW
TO CREATE INNOVATION**

HOW TO CREATE INNOVATION is a practical, comprehensive, OpenSource guide for successful innovation and digital transformation. The UNITE initiative and movement, supported by a global team of industry leaders and innovation researchers, aims to spark a revolution in global innovation and transformation.

SCHEDULE YOUR CALL

Office +41 (0) 44 562 42 24

| engage@digitalleadership.com

| www.digitalleadership.com

digitalleadership.com



The Only Book On Innovation You'll Ever Need

Thought-leaders contributed

60+

Pages of content

450+

Ready-to-use tools & models

50+

HOW TO CREATE INNOVATION provides the methodology, models, setup and cultural prerequisites to successfully create innovation. Leveraging the UNITE frameworks for innovation and digital transformation, organizations can create innovation in a target-oriented way, leverage their strengths, create Blue Oceans and overcome luck.

 **ORDER WITH DIGITAL LEADERSHIP**

- > Get immediate access to the UNITE models!
- > Digital edition: get the Open Source ePub and PDF files!

 **ORDER WITH AMAZON**

Unfortunately Amazon only offers the closed source Kindle version :-)

Trusted by global companies:



amazon.com



BNP PARIBAS

Hubert Burda Media

■ BASF



SIEMENS

Verbundnetz Gas AG

Discover the world's largest library of innovation & transformation models!



Over 10k
downloads /
month

The UNITE Models are downloaded every month over 10k times!

ALL MODELS ARE OPENSOURCE and are available free of charge!

Discover the UNITE innovation & transformation
tools and canvases here:

DISCOVER THE UNITE MODELS

FREE

Discover our Innovation Practice

Innovation is the only effective survival strategy



Who better to entrust with your business innovation than those who wrote the most complete book on the topic?

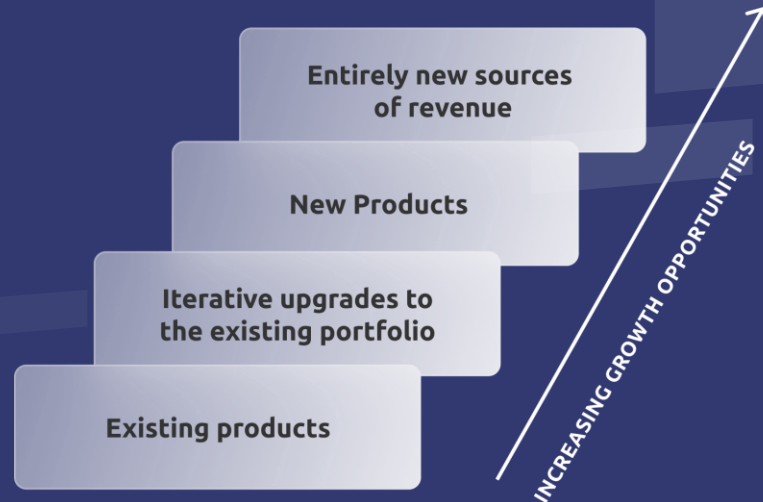
Digital Leadership has successfully helped corporate start-ups find their footing and Top-Five players in all sectors around the world identify and create new opportunities.

SCHEDULE YOUR INITIAL CALL

DISCOVER MORE ➤



Take control of your game!
Schedule your free business
assessment call with our team!



Discover our Culture & Organizational Change Practice



Don't let a decoupled culture and structure hold your business back

Do you know why most innovation and transformation projects fail?

Organizations are pumping plenty of cash into innovation and transformation initiatives. The problem is that the expected results often fail to materialize.

The primary issue is not one of ideas or directions – initiatives get stuck in strategy-execution. Let's thus turn the number one innovation obstructor in the best business enablers ever.

SCHEDULE YOUR INITIAL CALL

DISCOVER MORE ➤



Take control of your game!
Schedule your free business
assessment call with our team!



We build digital winners.



It's what we are made for. Let's create winning digital businesses – together. And, at the same time, let's create a world worth living in.

Digital Leadership is a strategy-execution firm built on strong and innovative values. We support our customers in strategizing, building and securing their future through the creation of fully digitally enabled, and extraordinarily successful, products and businesses. Our agile, lean, fast-track business setup, coupled with access to an extensive pool of highly specialized and trusted resources, allows for ideating and building in an effective and meaningful way.

Shared goals are the cornerstone of our customer approach. To date, our team has successfully led 74 projects with numerous global players across all industry sectors, ranging from \$50,000 projects to \$100 million programs. But helping our customers' build their futures is not enough. We are committed to changing the world through the sharing of powerful innovation and transformation practices. Join the UNITE movement and help us start an innovation revolution.



[EXPLORE OUR WEBSITE](#)

Office +41 (0) 44 562 42 24



[amazon.com](#)



BNP PARIBAS

Hubert Burda Media

• BASF



SIEMENS



Thank you!
Let's UNITE and create a world worth living in!

Do you want to share your knowledge as well?

Share my knowledge with the world!