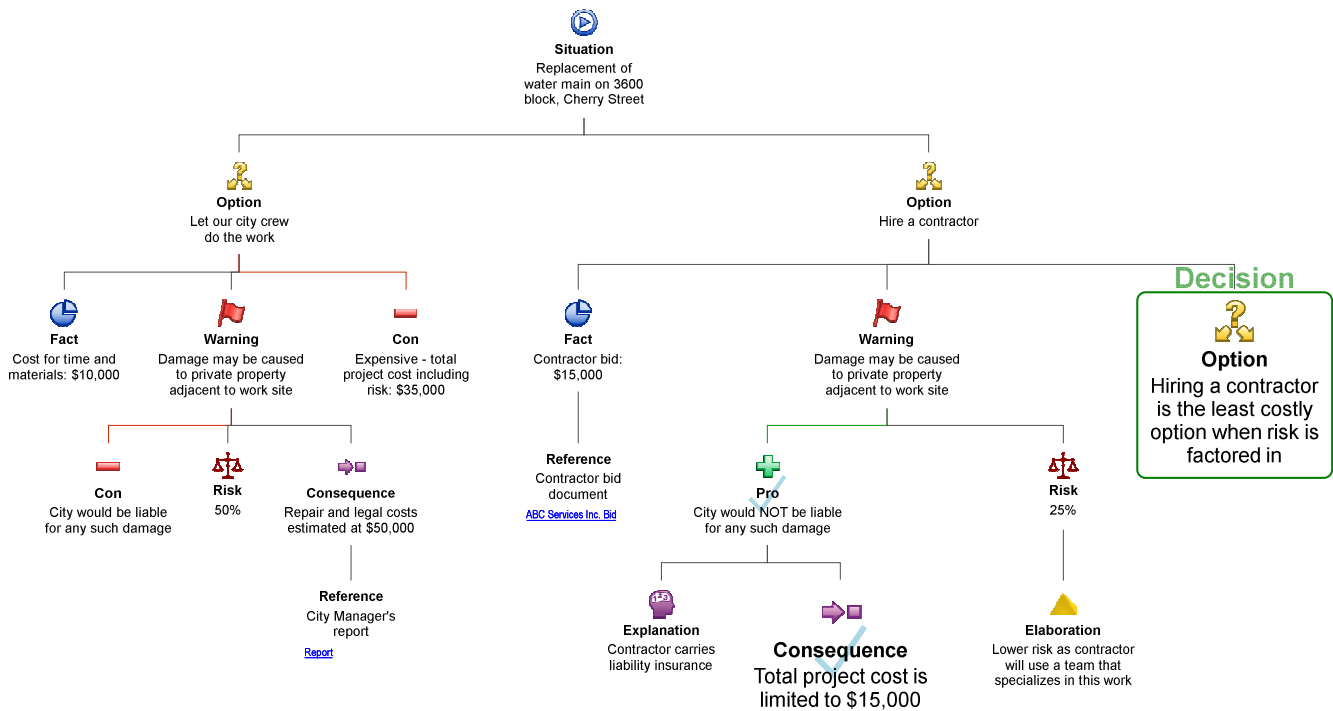


# Simpler, more effective problem solving with bCisive



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## What is bCisive?

**bCisive is an information mapping and decision support tool developed by Austhink, specialists in visualizing thinking.**

bCisive helps decision makers and strategists more easily organize and communicate the kinds of information needed for strategic problem solving and decision making.

Purpose-built for swift construction of logic diagrams, bCisive is far easier to use for mapping tasks than tools like PowerPoint or Visio. bCisive goes a step beyond popular mind-mapping tools, too, with its specific support for a clear, structured decision process.

It can be used individually to help clarify thinking, or as a virtual whiteboard to facilitate real-time collaboration. bCisive concisely documents all considerations behind an issue or decision, resulting in increased consensus, greater accountability and a higher performing workplace.

### **A tool for improving reasoning skills**

bCisive is based on the work of cognitive scientist Dr Tim van Gelder, who developed a method for teaching critical thinking using information-mapping tools that was shown to improve university students' reasoning skills significantly.

Adapting these findings specifically for use in the business sphere, bCisive takes advantage of the human ability to make sense of information more easily when it is visually presented. It is a great solution for getting new associates up-to-speed and familiar with effective critical thinking techniques.

### **A solution that's intuitive, quick to learn and easy to use**

"The simplest interface to software I have ever seen."

- Craig Pope, CEO, Bijingo

There is no need for learning complicated new methodologies to make the most of bCisive, as it is designed to support the way businesspeople already think. Thanks to its simple, intuitive interface, new users can start mapping within minutes, organizing information or creating diagrams for use in other applications.

# bCisive for Management Consultants

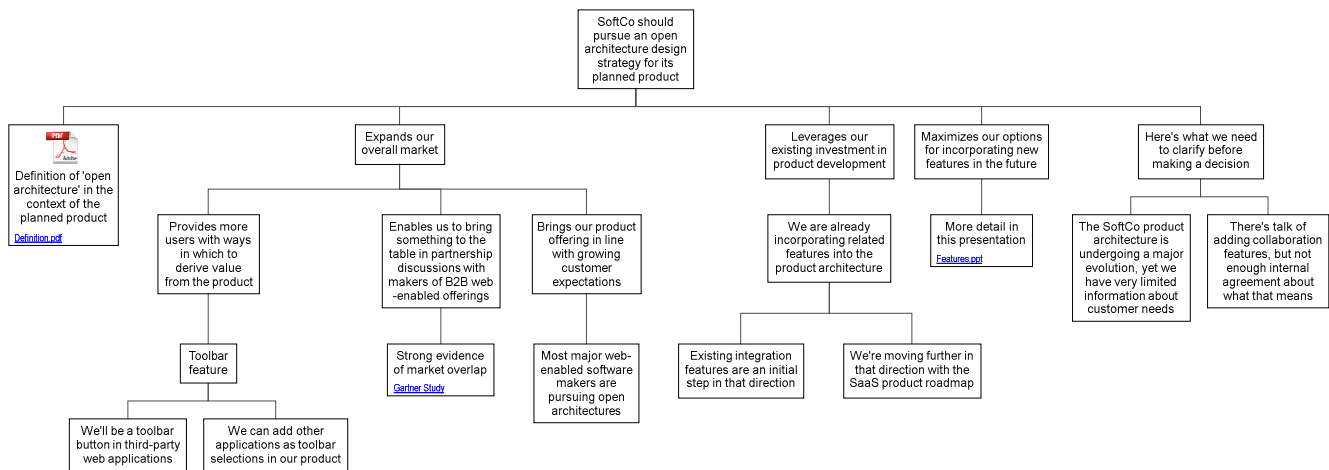
## Mapping business problems using the hypothesis-driven approach

bCisive can help management consultants clarify their thinking, collaborate more effectively and communicate their analysis and recommendations to internal teams as well as to clients. It's the fastest and easiest tool for creating professional-looking issue trees and other diagrams related to the hypothesis-driven approach – and with a minimum of fuss.

This can save a consultant considerable time and frustration, compared with standard techniques such as laboriously constructing diagrams by hand in PowerPoint or Visio, or passing rough drafts to graphic design assistants.

Four uses of bCisive in a management consulting context are:

- **Diagramming** – producing pyramid-type diagrams for including in presentations or reports
- **Thinking** – rapidly constructing, modifying and formatting diagrams to help organize information and think through issues
- **Presentation** – presenting a proposal in the form of a pyramid diagram, and 'drilling down' to lower levels and supporting documents as required. An advantage of this approach is that the display is dynamic: it can be modified on the fly, in response to additional considerations raised by the audience.
- **Reporting** – using bCisive as the final vehicle for a report or presentation, for example to a board or major client.



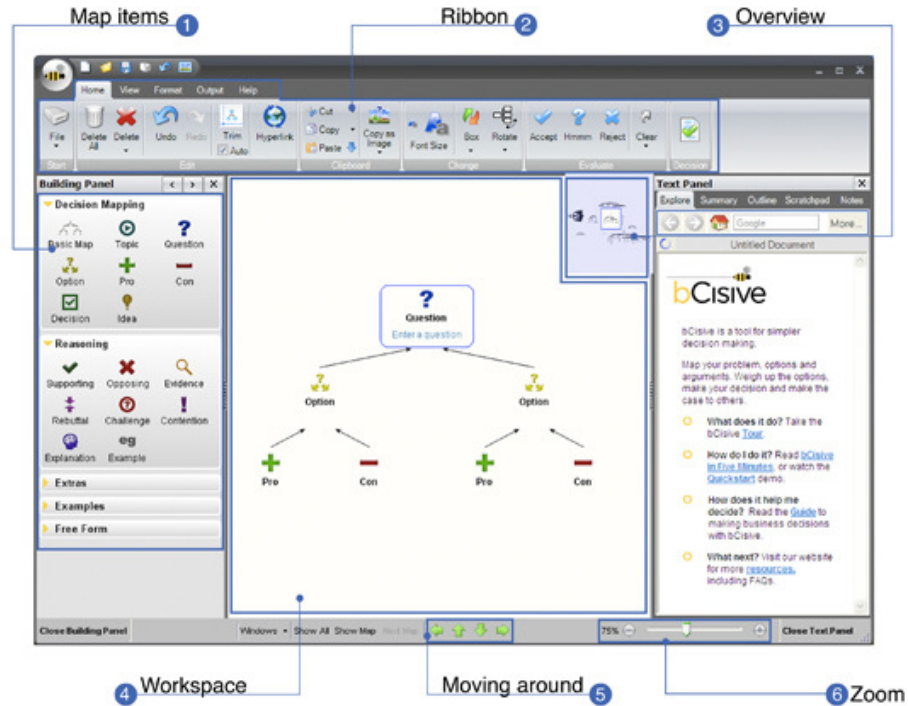
## Speeding the onboarding of new consultants

By introducing and supporting effective critical thinking techniques, bCisive helps get new hires up to speed faster and with less hands-on support.

# A quick start guide to using bCisive

## Introducing the bCisive screen

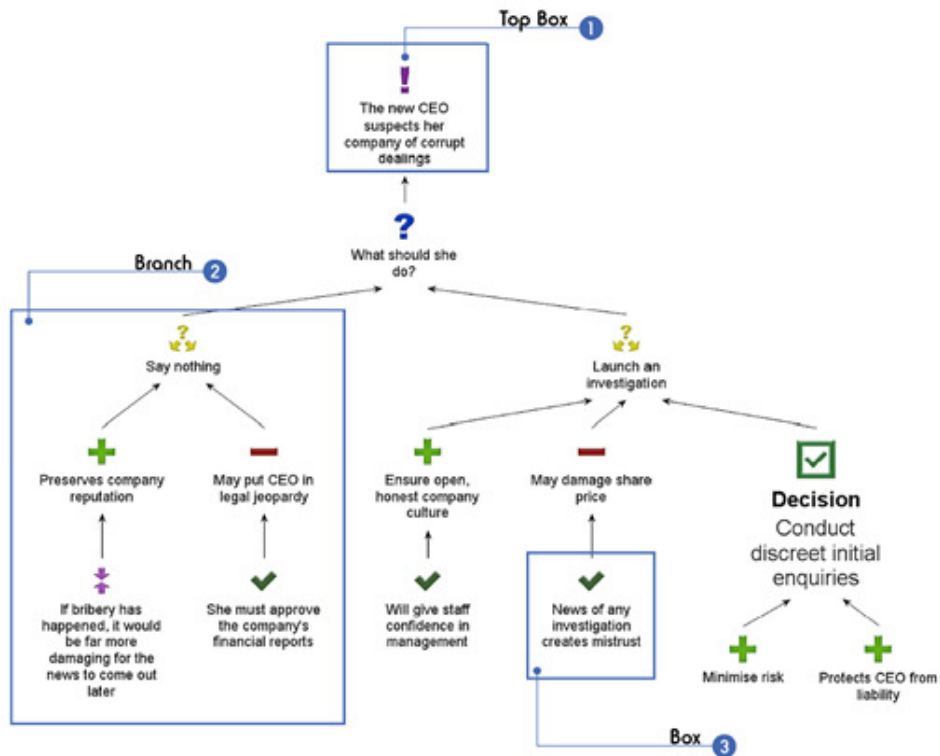
The bCisive screen consists of the following elements:



- 1. Map items** The Building Panel contains a range of ready-made items for business decision mapping – Question, Option, Pro, Example and so forth. Drag and drop these map items onto the workspace to build your map.
- 2. Ribbon** The Ribbon gives you access to tools to enhance and work with your map. It's organized into Home, View, Format, Output and Help areas, which are accessible by clicking on the tabs along the top of the Ribbon.
- 3. Overview** The overview is a thumbnail of the entire workspace, showing in white the area currently being displayed.
- 4. Workspace** The workspace is your blank slate for creating decision maps and diagrams. It's infinitely large, and can contain multiple maps.
- 5. Moving around** Use the arrows at the bottom of the screen to move around the workspace. You can also do this by clicking on any blank area of the workspace and dragging it.
- 6. Zoom** Zoom in and out to control how much of the workspace you see, and how large or small your map appears. You can also zoom by using the scroll wheel on your mouse.

## The anatomy of a map

A map contains three main parts:

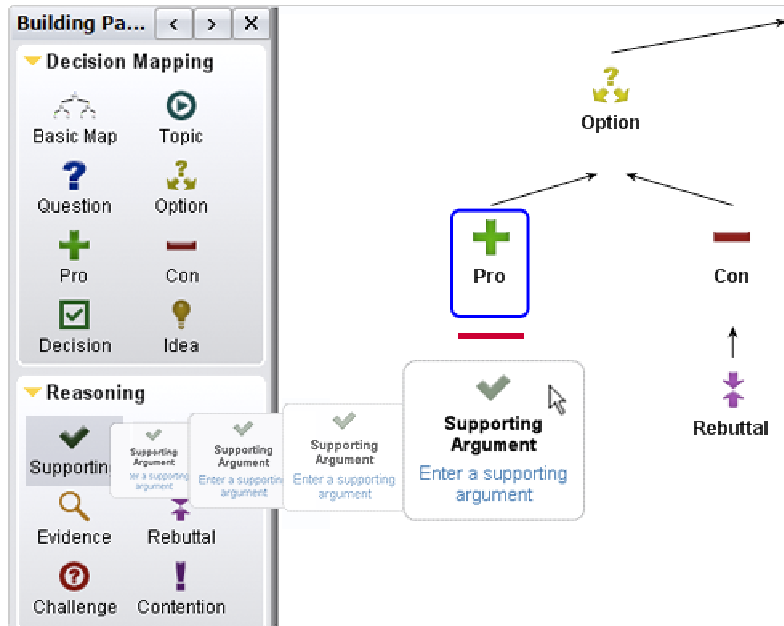


- 1. Top Box** The Top Box is the starting point for your map. Usually, it presents the topic or problem you're addressing, or the question you're trying to resolve.
- 2. Branch** A map box and all its descendants are known as a branch. A map will often consist of many branches, themselves containing sub-branches.
- 3. Box** A map is made up of boxes linked together. Every box has one parent (except the Top Box), and can have any number of siblings and children. All boxes below it are its descendants, and all boxes in a direct line back to the Top Box are its ancestors.

## Building a map

Create maps by dragging map items from the Building Panel onto the workspace, as shown below.

Make connections between map boxes by dragging and positioning a box above, below or beside another. Highlighting will appear to show you where the new box will connect. Click on any box to add text.



## Detaching a box

To detach a box or a branch from your map, click on it and drag it away from the rest of the map. It will stay on the workspace and you can reattach it where and when you like.

## Deleting a box

Press the Delete key or the 'Delete' button on the Home ribbon to remove the selected box and its descendants from the map. Use the drop-down menu under the 'Delete' button to remove the selected box only.

## Creating custom boxes

bCisive makes it easy to create your own box types, with custom headings and images. Here's how:

1. Drag a Dynamic Box from the Free Form section of the Building Panel, or just double-click on the workspace to create one.
2. Type your heading text between asterisks: for example, \*Risk\*. When you exit the box, this will automatically turn into a heading.
3. Add any picture or clip art icon you like to your box, by dragging it into the box from its location.



## Linking documents

When you want to link a supporting document to your map, simply drag the document icon from its location on your computer and drop it into the relevant box. Clicking on the link will open the document.

To add a link to a website or a document stored online, use the Hyperlink button on the Home ribbon at the top of your screen. You will be prompted to enter the link URL and a description.

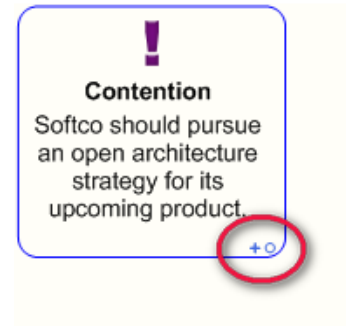
When you export your map as a bMap Bundle using the button on the Output ribbon, these file associations are preserved and copies of linked documents are saved along with the map for easy reference.

## Hiding and showing areas of a map

Managing complex maps can be made easier by minimizing branches you're not currently working on. This is particularly useful during real-time collaboration sessions, as it focuses everyone's attention.

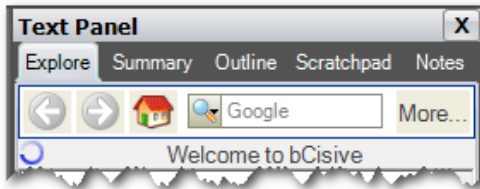
To hide or reveal a box's descendants, click on the small symbols in the corner of the box.

When presenting with bCisive, select 'Fold Up Children' from the right-click menu. This hides a box's descendants and allows you to reveal them again one level at a time.



## Making the most of the Text Panel

The Text Panel on the right side of the bCisive screen offers several features organized under five tabs:



**Explore** provides an internal browser that lets you access web content for reference or for linking to your map.

**Summary** displays an automatically generated text summary of any map that contains a Decision box.

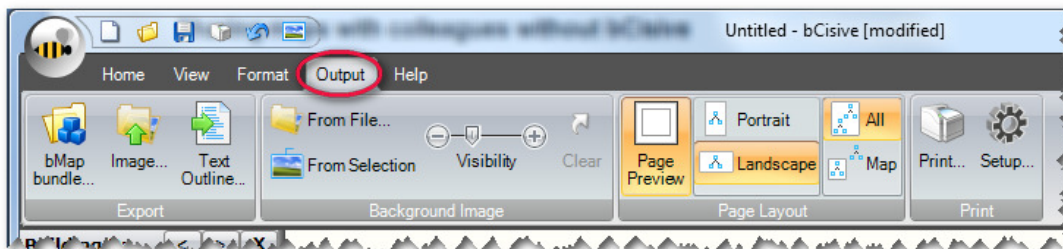
**Outline** generates a text version of your map contents that can be pasted into other applications to form the basis of a written report.

**Scratchpad** provides a place to store text temporarily when editing maps.

**Notes** allows you to add extra information to any box in your map. A box with a note attached to it displays a small pin icon in the corner.

## Sharing maps

It's not necessary for your colleagues to have bCisive installed to be able to view your maps. There are three main ways to share your maps, accessed via the Output tab on the Ribbon:



### 1. Printing

Maps intended for use in a presentation can be printed on a large format color printer for a very professional-looking result.

## 2. Export as image

Save your map to your computer as a high-quality image file, and use them to illustrate your work in other applications such as PowerPoint and Word.

## 3. bMap Bundle

Create a zip file bundling an image of your map together with copies of its linked documents. When you email the Bundle, your recipient can open and explore your map in a special viewer.

