

Improvement Name:

Improvement Owner:

Last update:

Workshop Preparation Canvas

Context



Business Goal



Scope



Workshop plan



Workshop Participants



Report Out Audience



Measuring Success



Documents & spaces



Logistics



Room booked
Room set up arranged (whiteboards, chairs, power, ...)
Lunch / Drinks booked?
If shop floor visit: stakeholders informed? Safety equipment needed?

Invites sent for workshop?
Invites sent for SMEs and/or inspiring speaker?
Invites sent for report out?

Agenda done and shared?
Does it follow Current/Ideal/Future/Actions?
Data & insights done?
Slide deck done?
Facilitation plan done?

Workshop lookahead / dry run



With one or two partners:
Review whether slides provided by others are relevant and concise.
Simulate the Current State exercise.
What info is missing?
What experiences are missing (e.g. floor visit, video, ...)
Is the scope (start and finish) of the exercise clear?

Simulate the Ideal State exercise.
Is there enough inspiration and context?
Is the briefing clear? What does success look like?
Do you have design principles that you need to agree to?

Simulate the future state exercise:
What roadblocks do you foresee for Ideal State?
How would you prioritize them? Do you need supporting data?

