



## REMOTE LEAN INCEPTION CHECKLIST

### PLANNING THE REMOTE WORKSHOP

- ☐ The sponsor understands the nature of remote collaborative workshops (such as Remote Lean Inception and Remote Design Sprint)
- ☐ The sponsor understands the benefit of working with MVP (Minimum Viable Product) and evolving the product incrementally based on user feedback and hypothesis validation
- ☐ The sponsor has reached out to an experienced facilitator to explore the options and to decide if the Remote Lean inception workshop is appropriate for the given context.

>> if all is marked, the sponsor should identify the initiative for the proposed Remote Lean Inception, find out the best week for running the workshop, decide the tools and identify the stakeholders (people interested in the initiative) and the active team members (people deeply involved in planning and executing the initiative).

### SCHEDULING THE REMOTE WORKSHOP

- ☐ The main sponsor agreed with a one-week collaboratively remote workshop
- ☐ The remote tools (online board, videoconferencing, etc) have been selected
- ☐ The Lean Inception facilitator has been selected
- ☐ The workshop initiative has been identified
- ☐ The majority of the participants (active team members and stakeholders) have been identified

>> if all is marked, the sponsor should send the “save the date” email to all participants and then create three meeting invites: (1) Lean Inception kick-off, (2) Lean Inception showcase and (3) Lean Inception. (1) and (2) are for everyone – stakeholders and active team members. (3) is for active team members only – it is not a collection of short sessions or meetings, but a 5-day workshop, typically from Monday to Friday. Tip: for (3) create only one meeting invite for the whole workshop. Avoid invites for separate Lean Inception sessions.

## PRE-WORK FOR THE REMOTE WORKSHOP

- ☐ The facilitator has sent the email (to all participants – stakeholders and active team members) explaining the Lean Inception.
- ☐ The facilitator has sent the email outlining the Lean Inception agenda, the activities description, and the participants (stakeholders and active team members).
- ☐ The facilitator has sent the email with more information about the facilitator role, in the remote settings.
- ☐ Remote tools access has been sorted out.
- ☐ Prepared the required remote artifacts (online board with the Lean inception template, communication channels, online ice-breaks activities, template for consolidated material).
- ☐ The facilitator has answered all received questions about the remote workshop, its intention and agenda.

>> if all is marked, the facilitator should send an email “see you all on Monday” to all participants. If not, the facilitator and the sponsor should talk and decide to pivot (change directions of the workshop – the intention, the agenda, the activities, the facilitator, and/or the style), cancel it or persevere (continue with the planned agenda despite of some inconvenience).

## DURING THE REMOTE WORKSHOP

- ☐ All participants are familiar with the remote tools (adding and moving virtual post-it, remote group interactions, material consolidation)
- ☐ The group establishes the ground rules for the workshop
- ☐ The group defines the What-ifs for their specific workshop (e.g. what is this tool goes down? What if the facilitator loses connection?)
- ☐ The online board has working areas where the participants can brainstorm before consolidating any specific activity result (activity result artefact)
- ☐ Short breaks, long breaks (for having meals), stretching sessions and ice-breaks are part of the agenda

>> if all is marked, the group has a good environment for the workshop. If not, the facilitator and the sponsor should talk and look for improvements.

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