



LEAN INCEPTION CHECKLIST

PLANNING THE WORKSHOP

- ☐ The sponsor understands the nature of collaborative workshops (such as Lean Inception and 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 Lean inception workshop is appropriate for the given context.

>> if all is marked, the sponsor should identify the initiative for the proposed Lean Inception, find out the best week for running the workshop, book a room 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 WORKSHOP

- ☐ The main sponsor agreed with a one-week collaboratively workshop
- ☐ A room has been booked for the whole week
- ☐ 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 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.
- ☐ Travel arrangements have been sorted out.
- ☐ Pre-order of required materials (Lean inception posters, flipchart, post-it, sharpie) have been made.
- ☐ The facilitator has answered all received questions about the 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 WORKSHOP

- ☐ The room has enough place (wall, table, rolling board, etc) to put the posters and post-its
- ☐ The room has a projector or a TV for the participants to share something from their laptops
- ☐ The room has a place (whiteboard, flipchart, etc) where the participants can write and draw diagrams.
- ☐ The room has chairs for everyone (rolling preferably)
- ☐ Coffee, water and food are freely available to the participants (brainstorming session are tiring breaks, beverages and light food are highly recommended).

>> 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 (change rooms, order more stuff, borrow stuff, etc).