Workshop Planning Template for Organizers

**Checklist**

* Define the objective of the Workshop
* Define the duration of the workshop
* Create the list of attendees
* Organize catering (if needed or applicable)
* Define the Agenda for the workshop
* Agree on who will present what and who will facilitate the workshop (e.g. the BA Facilitates)
* Create workshop slide deck
* Plan activities for the workshop

**Example**

Objective

Set the direction, priorities and deliverables for the project

Duration

2 hours

List of Attendees

BA, PM, Change Manager, Project Sponsor, Procurement Manager, Support Manager, Finance Manager, etc.

Catering

Sandwiches, orange juice, water and coffee

Agenda

1. **Introductions & What’s This All About**
2. **Where are we at?** – Powerpoint presentation of the current state
3. **What is the vision for the project**?: Brainstorm exercise based on the overall strategic vision and all stakeholders input as to what they want to achieve on this project
4. **Review of the proposed stream of work** and opportunities to add any other items/stream – Alignment with the vision and analysis of what value each stream will bring to the business. Collaborative exercise based on developed document presenting each stream.
5. **Prioritisation** of the streams of work and deliverables to create the **roadmap for the project** – including milestones

Facilitator

BA

Scribe

Change Manager

Slide deck

10 slides covering the Agenda and each agenda item

Activities

Brainstorming exercise

Sticky dots for prioritisation -put up the key streams of work and deliverables on the walls using big sticky paper. Attendees are given yellow sticky dots and they paste them on the ones they consider higher priority. More dots means more priority.