

AI-Native Workshop Charter

Pre-Workshop Setup & Stakeholder Alignment

This charter captures workshop scope and stakeholder preparation (Lessons 4 & 5). Complete this before the workshop to ensure proper setup and participant readiness.

1. Workshop Scope & Stakeholders (Lesson 4)

Workshop Objective

Clear, one-sentence statement of what this workshop will accomplish

e.g., Design an AI solution to reduce customer support response time from 48 hours to 4 hours

Core Team

Three essential roles required for workshop success

The Sponsor

Name

Title

Email

Decision Maker

Name

Title

Email

Change Agent

Name

Title

Email

Stakeholder Availability Matrix

Map people to roles and indicate if they will participate live (in the workshop) or async (reviewing outputs). Check all blueprint sections they should be involved in.

Name	Role/Type	Participation		Blueprint Section Involvement					
		Live	Async	Value Proposal	AI Solution	Data Strategy	Production Ops	Risk Mgmt	Value Real.
Full Name	e.g., Product M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full Name	e.g., Data Scie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full Name	e.g., Engineeri	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full Name	e.g., Security L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full Name	Role/Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

+ Add Stakeholder

Participant Preparation

Assign preparation approach and list participants for each option

Preparation Option	Description	Participants
AI Foundations Course	Full course for deep understanding of AI concepts and methodology	<div>List participants who will take the full AI Foundations course (names, roles)</div>

file:///Users/arun.saraswat/Downloads/AI-Native Workshop Charter.html

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	<table><tr><th>Preparation Option</th><th>Description</th><th>Participants</th></tr><tr><td>Half-Day Briefing</td><td>Condensed overview with key concepts and workshop context</td><td>List participants who will receive the half-day briefing (names, roles)<div></div></td></tr><tr><td>One-Pager Summary</td><td>Essential concepts in digestible format for quick preparation</td><td>List participants who will receive the one-pager summary (names, roles)<div></div></td></tr></table>	Preparation Option	Description	Participants	Half-Day Briefing	Condensed overview with key concepts and workshop context	List participants who will receive the half-day briefing (names, roles) <div></div>	One-Pager Summary	Essential concepts in digestible format for quick preparation	List participants who will receive the one-pager summary (names, roles) <div></div>
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Workshop Logistics	<p>Practical details for workshop execution</p> <div>e.g., Location: Conference Room A, Duration: 2 days, Dates: March 15-16, Facilitator: [Name], Materials needed: Laptops, whiteboards, sticky notes<div></div></div>									
Workshop Boundaries	<p>What's in scope and out of scope for this workshop</p> <div>In Scope: Customer support automation for Tier 1 inquiries, English language only, web chat integration. Out of Scope: Phone support, complex technical issues, other languages<div></div></div>									

2. Discovery & Entry Point (Lesson 5)

Organizational Signals	<div>Check all signals present in your organization (multiple selections encouraged)</div> <div><div><input type="checkbox"/> Past AI failures</div><div><input type="checkbox"/> Competitive gaps</div><div><input type="checkbox"/> Leadership pressure</div><div><input type="checkbox"/> Customer expectations</div><div><input type="checkbox"/> Scale limitations</div><div><input type="checkbox"/> Unused assets</div><div><input type="checkbox"/> Compliance multiplying</div><div><input type="checkbox"/> Innovation windows</div></div>
Primary Pain Point	<div>The main business problem driving this AI initiative</div> <div><div>e.g., Customer support tickets take 48+ hours to resolve, causing customer frustration and churn</div><div></div></div>
Workshop Entry Point	<div>Based on organizational signals, select the most appropriate workshop starting point</div> <div><div>e.g., Start with Value Proposal (strong business case needed) or AI Solution (technical approach unclear) or Data Strategy (data readiness questions)</div><div></div></div>
Key Assumptions	<div>Critical assumptions that need validation during the workshop</div> <div><div>e.g., Customers prefer chat over phone support, 80% of inquiries are repetitive, Current support team can adapt to AI-assisted workflow, Budget available for AI tools</div><div></div></div>
Success Criteria	<div>How we'll know this workshop was successful</div> <div><div>e.g., Clear AI solution design, Stakeholder alignment on approach, 90-day implementation roadmap, Resource commitments secured, Risk mitigation plan defined</div><div></div></div>