

Miro Workshop Design System

A system and reference guide for building out workshops in the style of Designit.

Designit

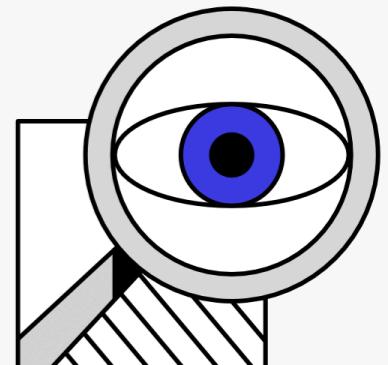
v.1.0-AU
2023

Readme:

This board presents guidelines, components and tips on how to effectively put together a Miro Board for workshopping or showcase purposes.

This is a living board, things are changing and evolving frequently. We encourage you to iterate on the work that we have done and provide feedback for what's working.

Our goal is for you to have this open whenever you're working on a Miro board. Let us know how well we achieve this



Approach:

This board takes inspiration from the atomic design system approach in UI. You can expect to see elements of workshops broken down into small components, as well as fully crafted molecules.

We've also done our best to align this system with other brand-related systems for Designit.

Each section within the system will provide points guidance for how you can make use of these elements.

This board assumes that workshops will be taking place remotely; however, we aspire to craft elements within this system that are suitable for printing and can be used in person.

Sections:

Miro Workshop Design System

- Sizing:
Sticky notes and Typography
- Frames
- Grids
- Colour
- Brand Icons + Illustrations
- Workshop setup

Extra Resources:

- Recipes / Boards

Feedback, Wishlist, Backlog

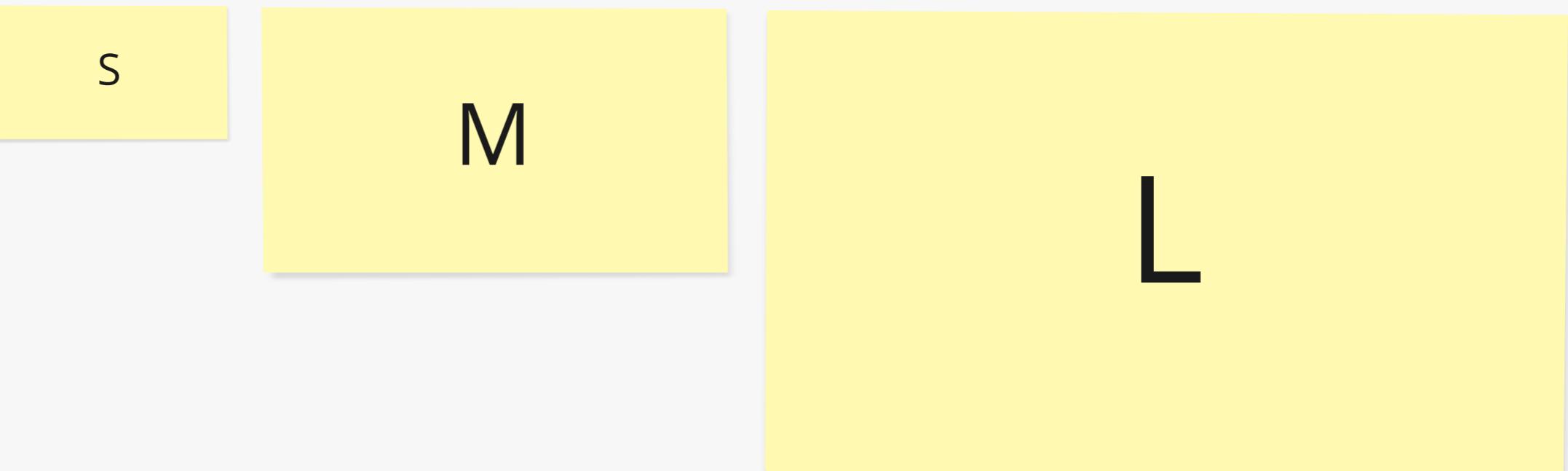
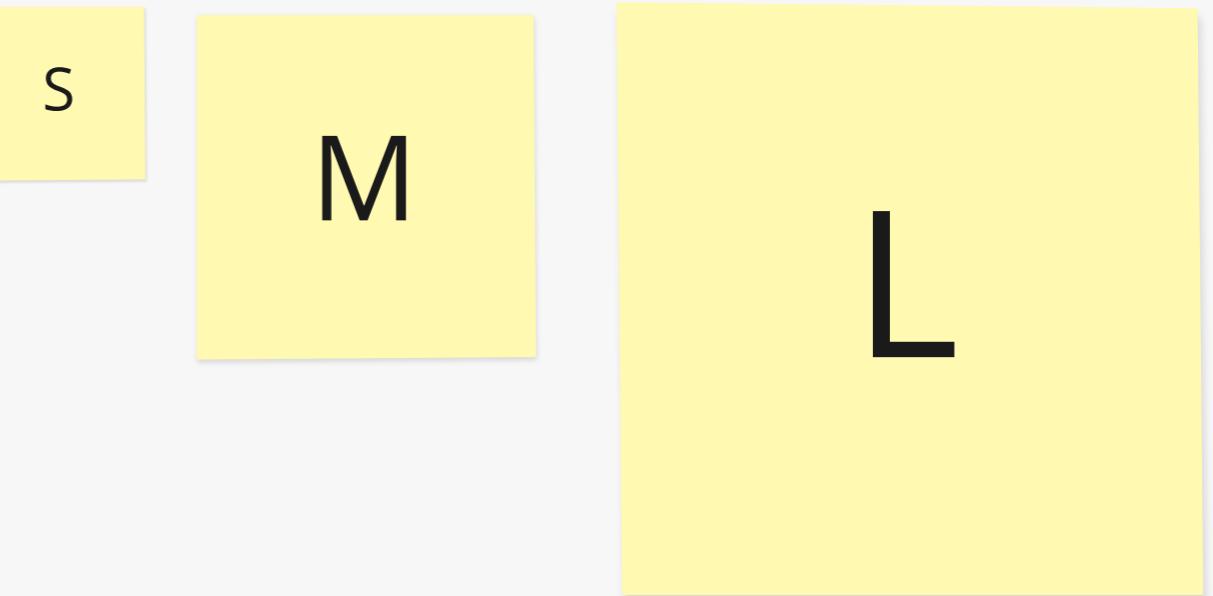
Miro Workshop Design System

Sizing: Sticky notes + Typography

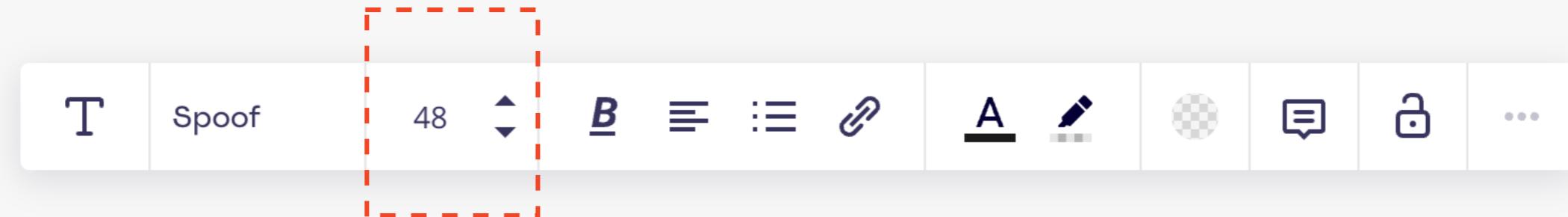
Our constants in Miro, are sticky notes:

We've set the baseline of this system to suit activities framed within these standard sticky note sizes.

Working within these sizes will help with consistency and create an appropriate scale across your boards.



... Working with this scale also means that you can rely on Miro's default text sizes when ▲ increasing or ▼ decreasing your desired text size.



14pt

48pt

18pt

64pt

24pt

80pt

36pt

144pt

This guide places no major opinion on what size to choose in your type for what purpose, however it's best to rely on the increase / decrease buttons in Miro.

Typeface:

Sadly Miro is unable to accept custom typefaces yet...

So we've opted to use Spoof as our standard typeface for Miro activities for it's likeness to Designit Alphabet.

It's not perfect but we feel it's close enough to carry our brand presence in Miro. 

Designit Alphabet:

We approached the 2-week engagement as a standard **Design Sprint** but with additional time for iteration and discussion.

It's a time-boxed process for answering important business questions through design, prototyping and testing.

It also is a great way to bring together different perspectives in an organisation to get shared input into the customer experience.



Spoof:

We approached the 2-week engagement as a standard **Design Sprint** but with additional time for iteration and discussion.

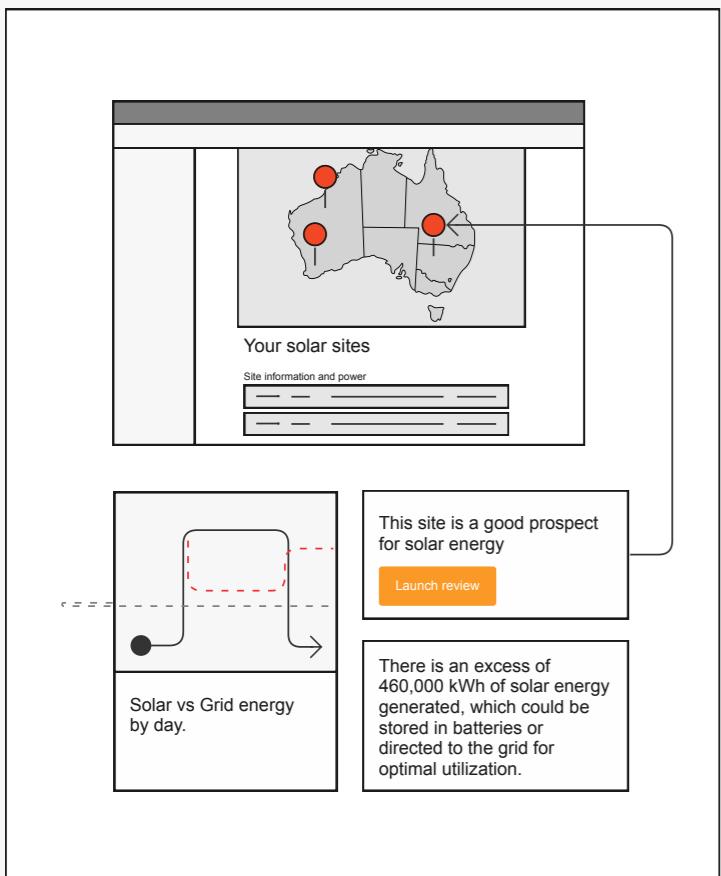
It's a time-boxed process for answering important business questions through design, prototyping and testing.

It also is a great way to bring together different perspectives in an organisation to get shared input into the customer experience.

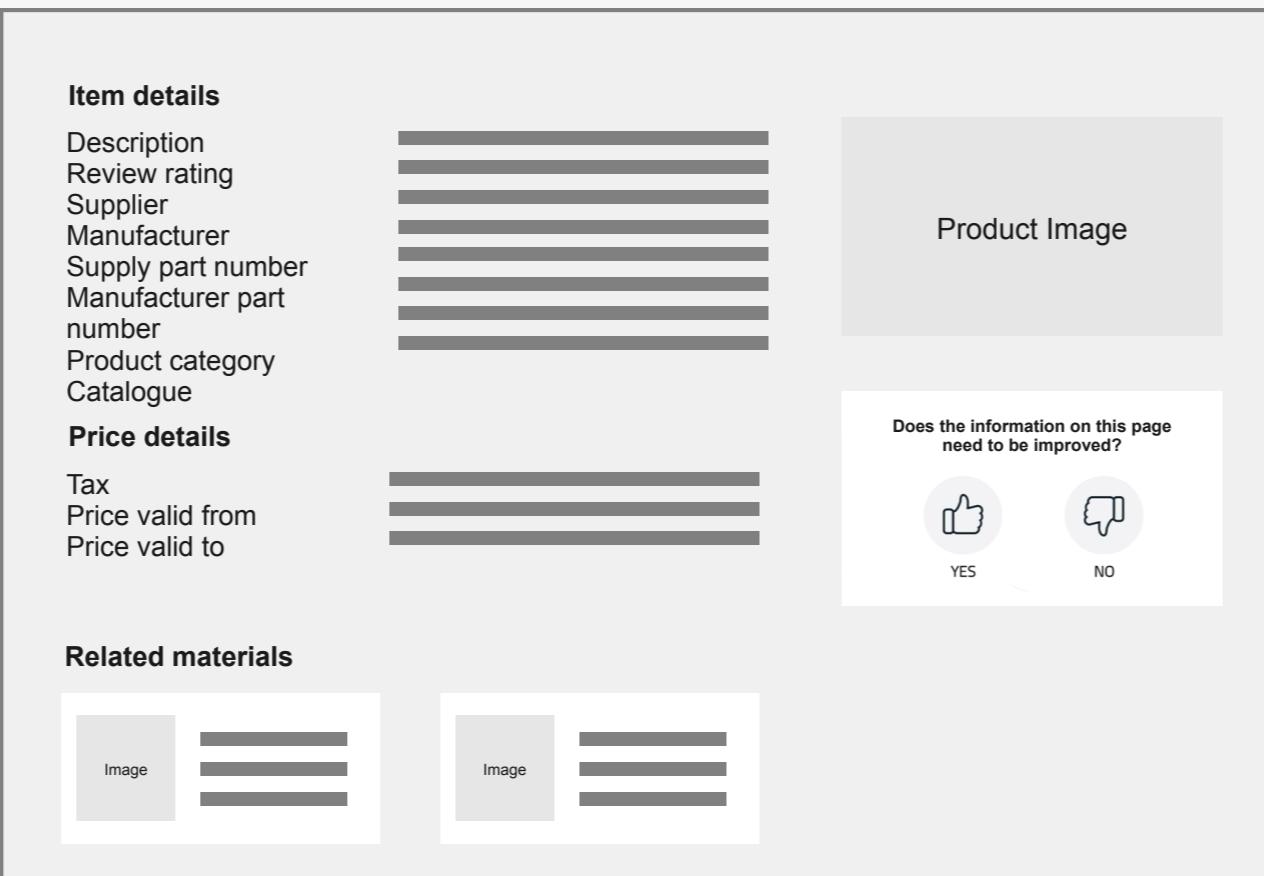
Alternative Typefaces:

Occasionally we find it useful to leverage a secondary typeface, to callout specific information, such as low-fi mockups or concepts in Miro, in this case we have been using Arial.

Example A:



Example B:



This is a suitable usecase as it's useful to distinguish what is a concept vs what is an activity.

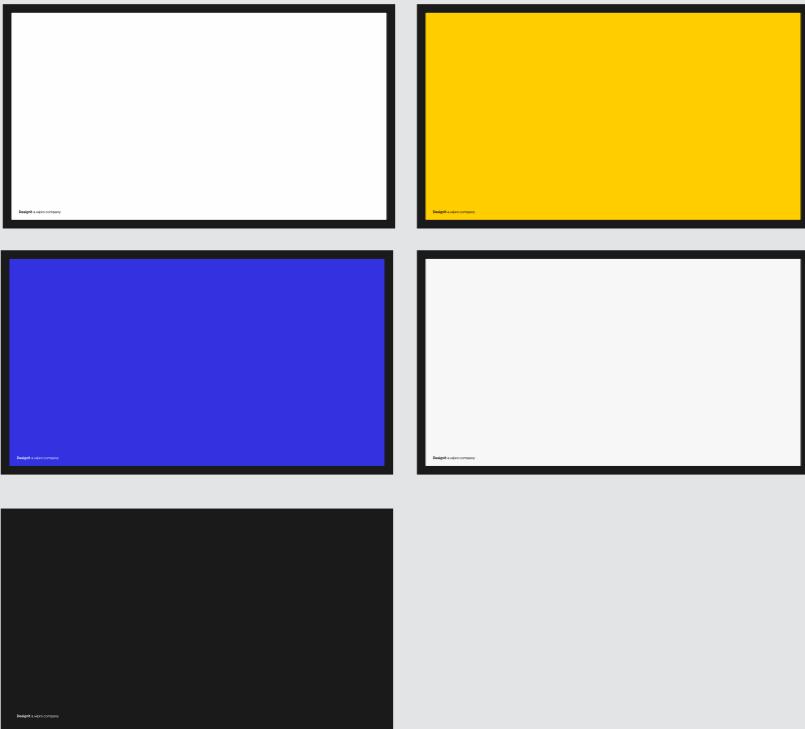
★ Using different typefaces in workshop can be useful to communicate the feeling / emotion a specific activity will involve.

Don't feel like you need to limit yourself to specific typeface. This guide should serve for a base.

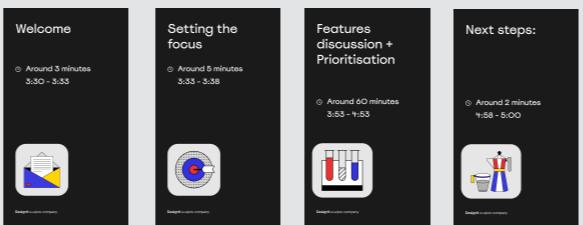
Frames

The frames we use are grouped in three different ways:

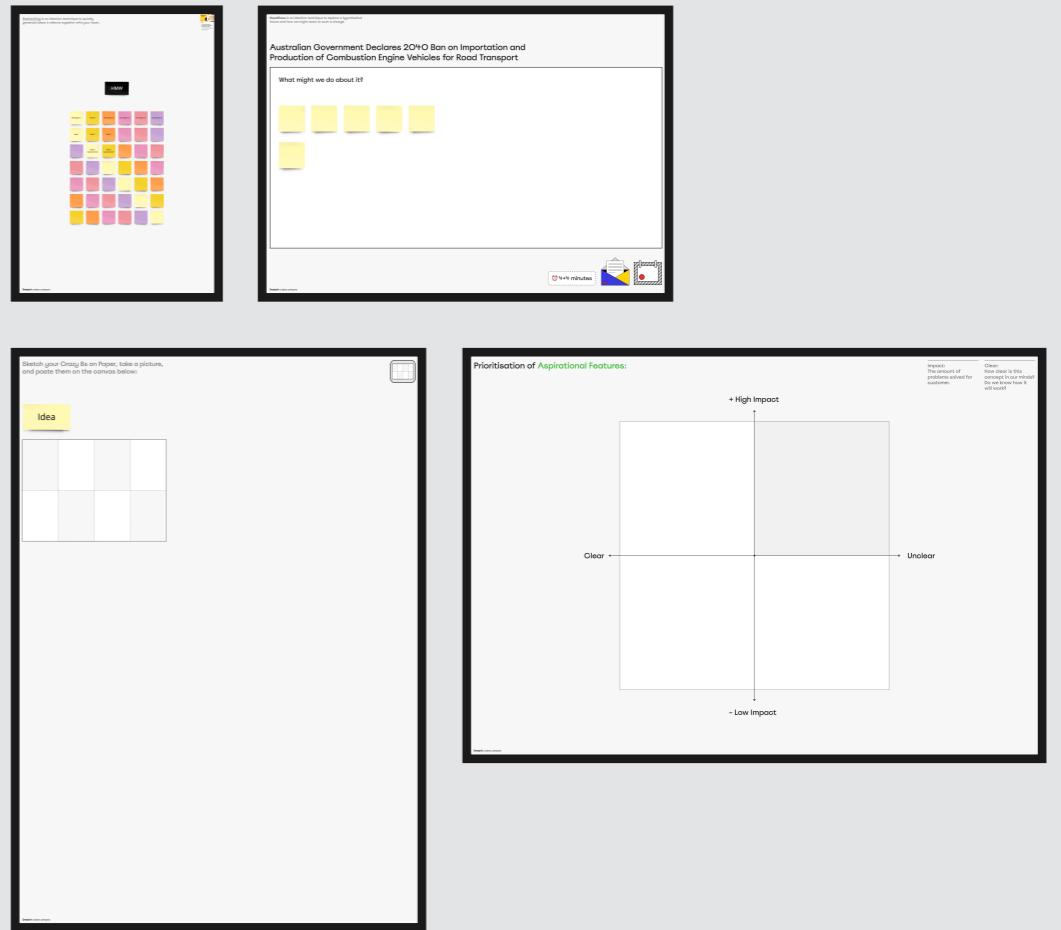
1. Key slides



2. Activity Callout



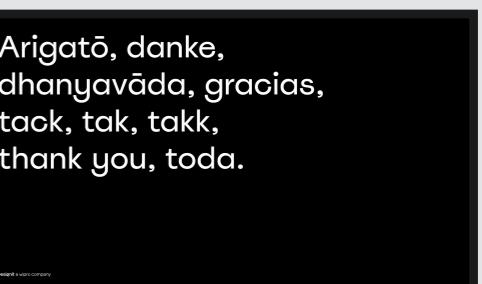
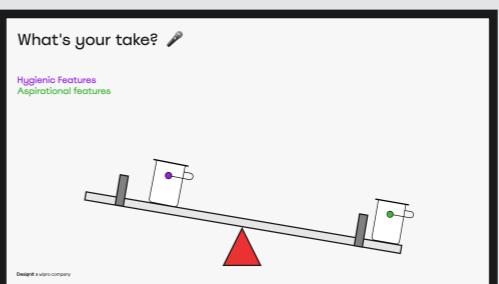
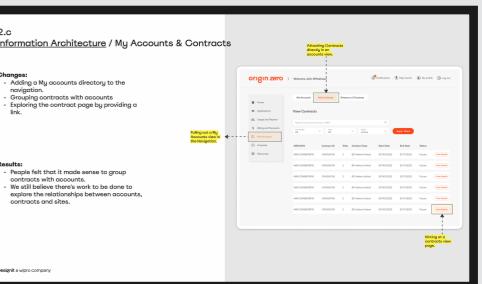
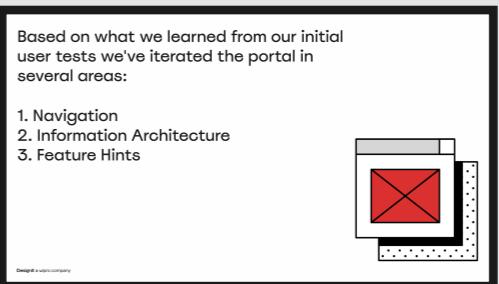
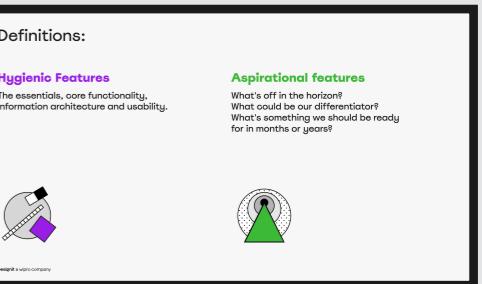
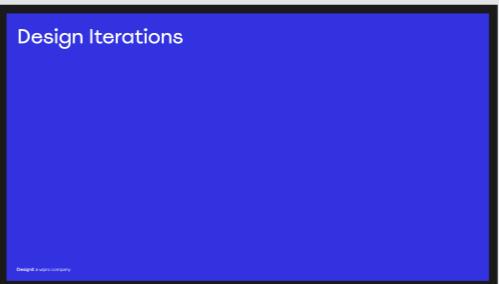
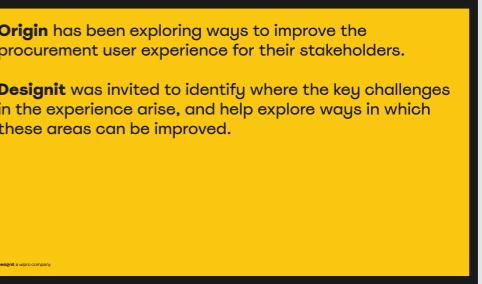
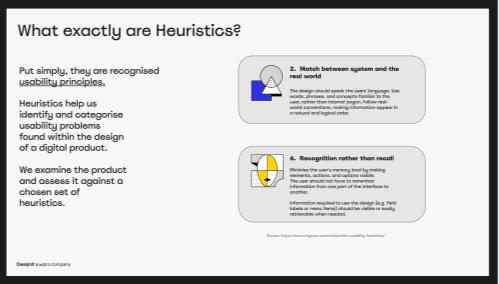
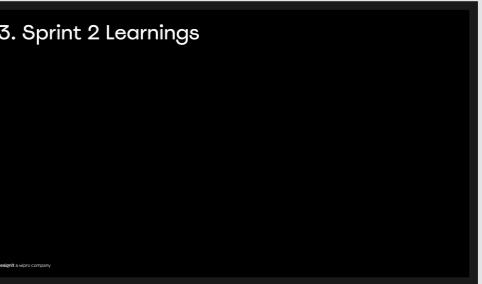
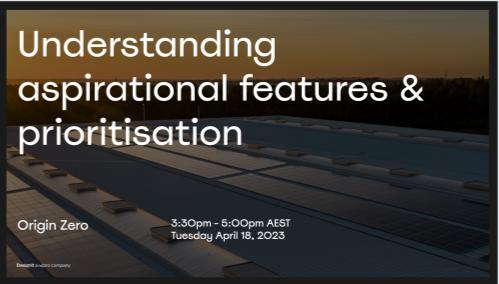
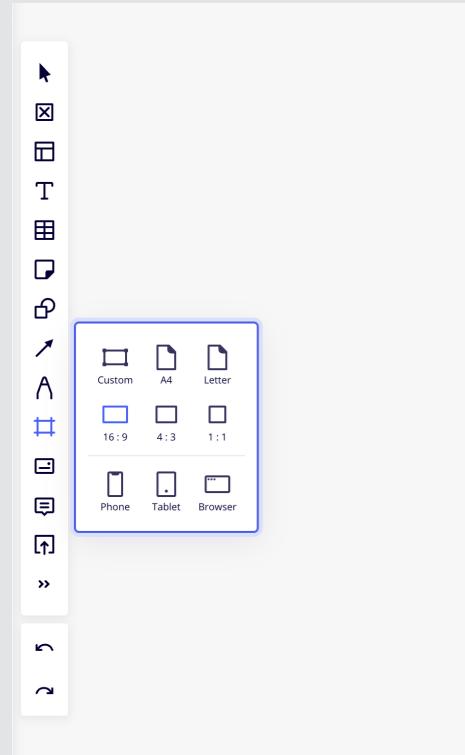
3. Activity frames



1. Key slides

Key slide frames have been generated based on the 16:9 format and have been scaled to best suit our stickies and typescale.

These are suitable, general frames for presentations, and overall content generation within Miro.



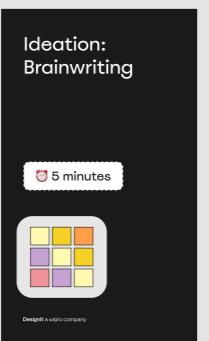
2.

Activity Callout

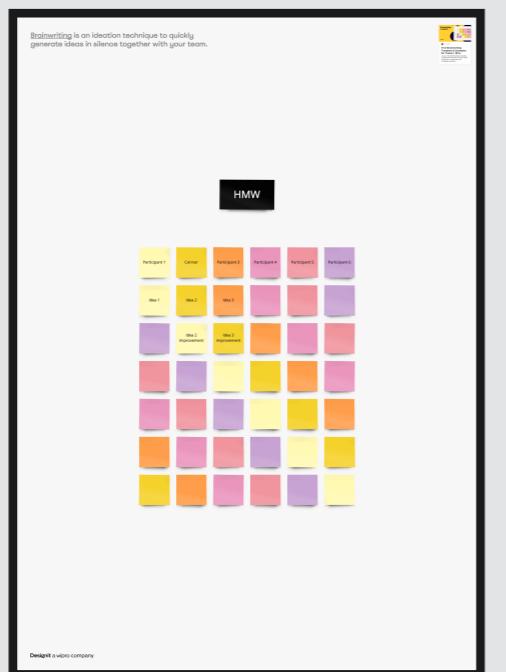
Activity Callouts are checkpoints / signals to indicate that we're moving into a workshop activity.

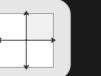
Prior to using these, we just used a typical 16:9 frame, this still works. However sometimes it's nice to see a small title card next to an alternative sized activity frame.

Activity Callout



Activity Frame

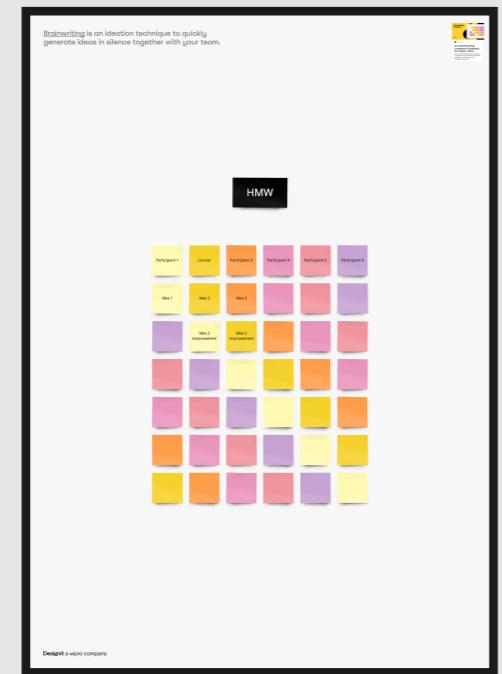
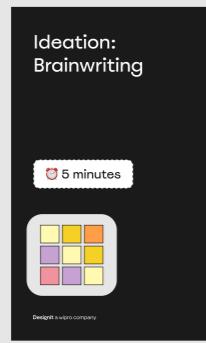


Welcome	Setting the focus	Activity: Choosing Hygienic features	Features discussion + Prioritisation	Decider ranking
⌚ Around 3 minutes 3:30 - 3:33	⌚ Around 5 minutes 3:33 - 3:38	⌚ Around 15 minutes 3:38 - 3:53	⌚ Around 60 minutes 3:53 - 4:53	⌚ Around 5 minutes 4:53 - 4:58
 Designit a wipro company	 Designit a wipro company	 Designit a wipro company	 Designit a wipro company	 Designit a wipro company
Ideation: Brainwriting	Heatmap voting	Crazy 8's	Prioritisation Matrix	Next steps:
⌚ 5 minutes  Designit a wipro company	⌚ 5 minutes  Designit a wipro company	⌚ 8 minutes  Designit a wipro company	⌚ 8 minutes  Designit a wipro company	⌚ Around 2 minutes 4:58 - 5:00  Designit a wipro company

3. Activity Frame

One of the challenges for people unfamiliar with Miro is the lack of clear boundaries for you to work in, Activity frames help us by providing us a sense of focus and boundary.

Activity Callout

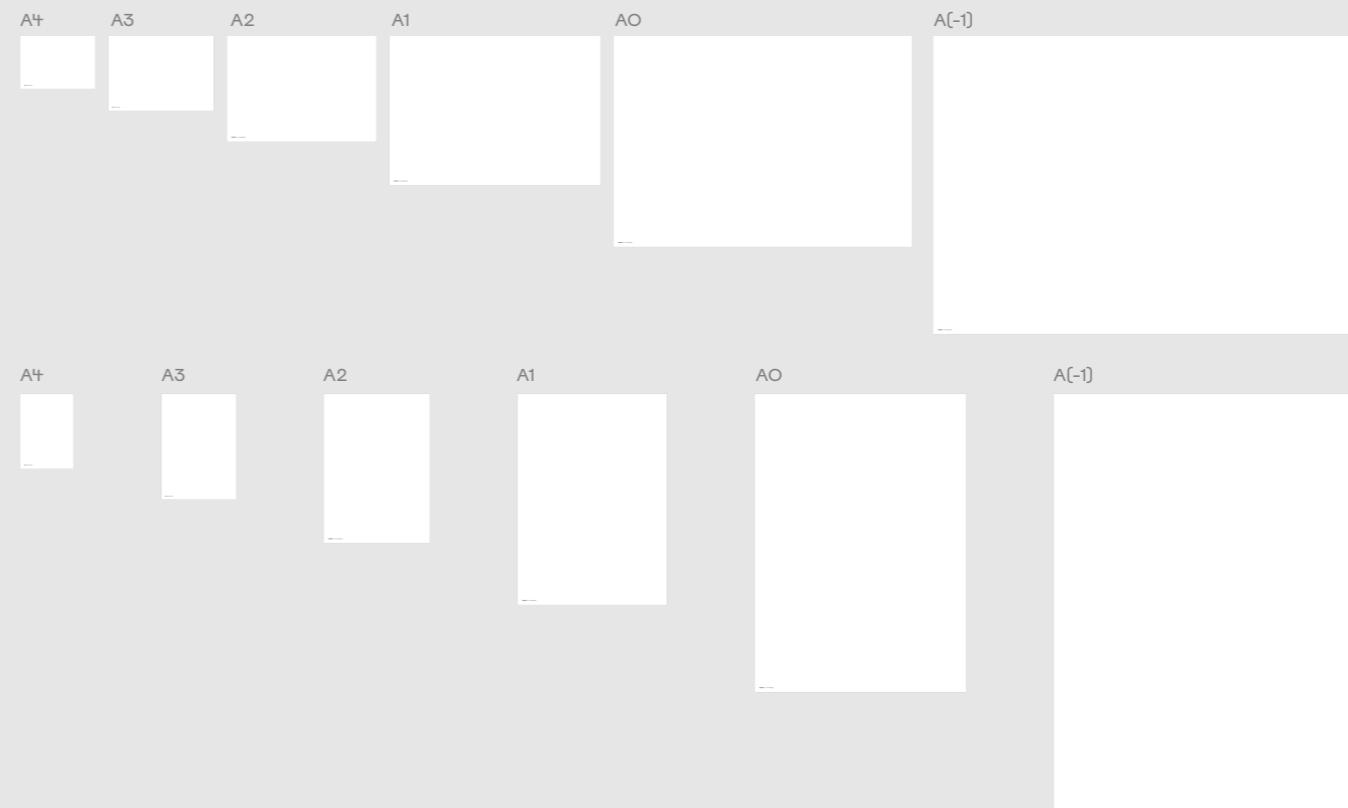


Activity Frame



These frames follow a scaling system from paper sizes. i.e. A4 > A3 > A2 > A1 > AO

Because of this, if we wanted to print these frames out and do these workshops in person, we could. It also opens up the door for clients to print out artefacts from the workshop for socialisation purposes.



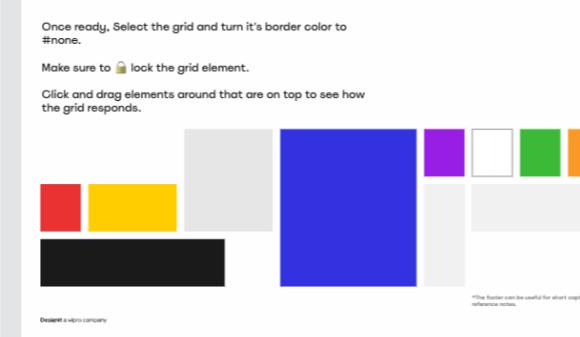
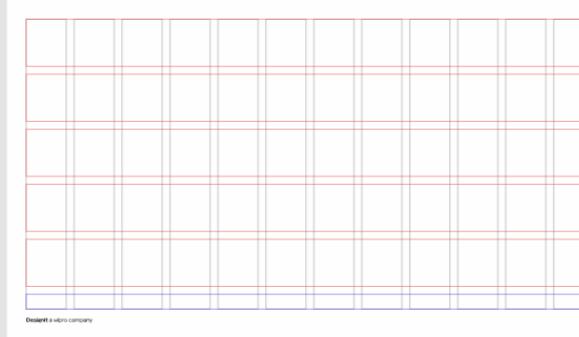
Grids

Grids in Miro are a common limitation, to get around the lack of a grid feature, we're using the rectangle tool in the background to set out a grid.

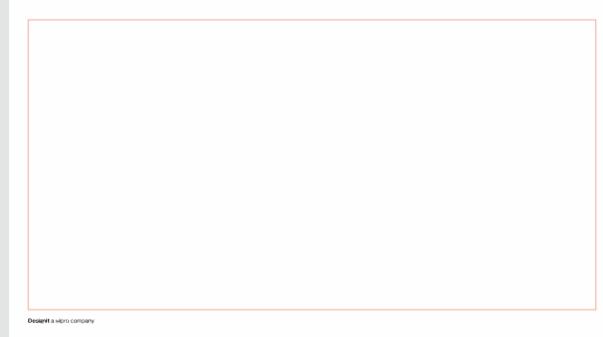
We've only setup grids for Slide frames, and Activity Callouts.

Variations:

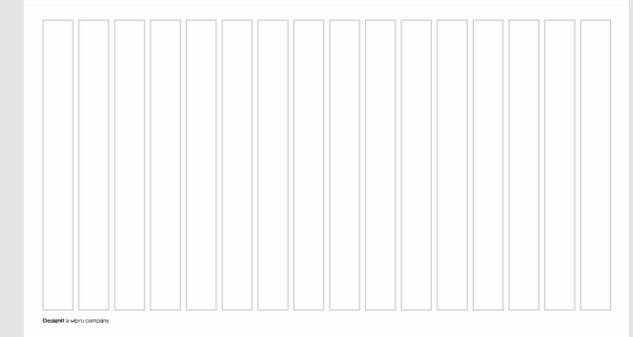
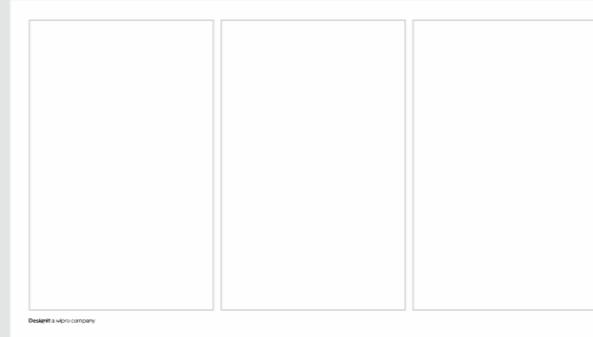
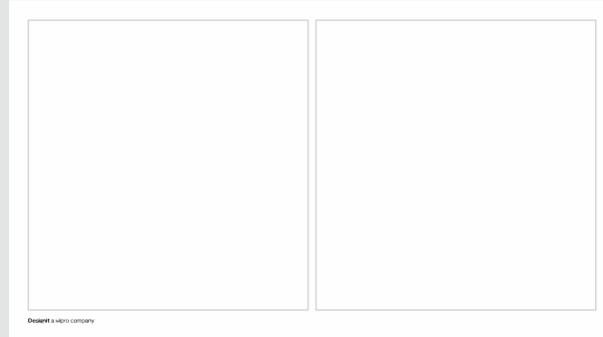
Columns + Rows:



Rows:



Columns:

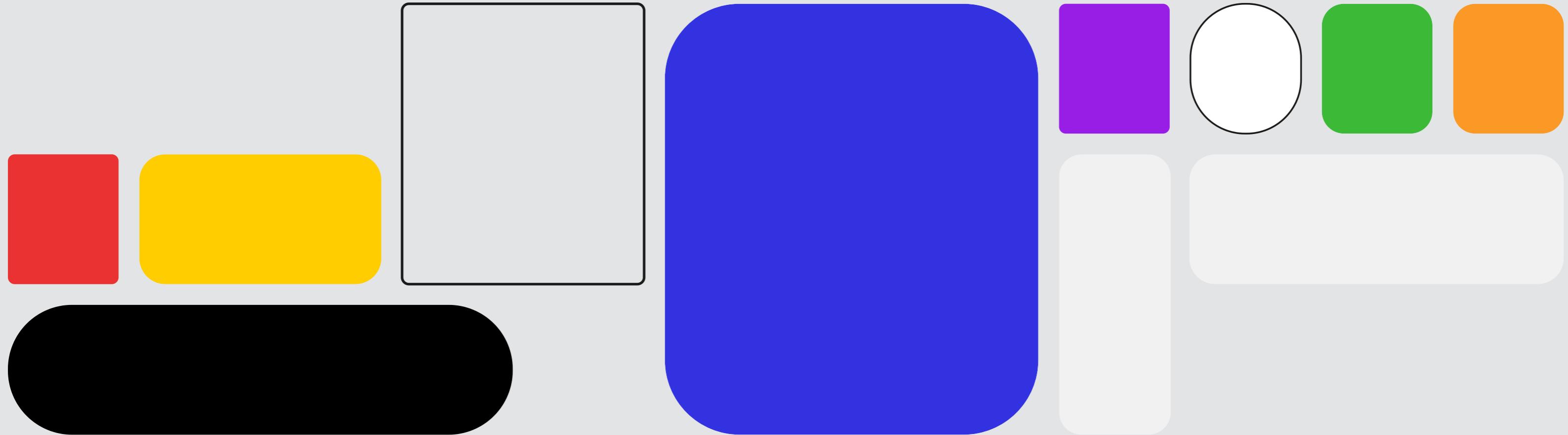


*Limitations: [1] Sometimes when linking lines / arrows when a grid is on a frame, the arrows lock onto the grid. [2] Sometimes you get random grids duplicated around a board.

Once ready, Select the grid and turn it's border colour to #none.

Make sure to  lock the grid element.

Click and drag elements around that are on top to see how the grid responds.



*The footer can be useful for short captions / reference / appendix notes.

Colours

When opening up Miro for the first time, it's important to have Designit's brand colours easily accessible.

Main brand colours

Black
#000000
RGB: 0/0/0
CMYK: 0/0/0/100
Pantone Process Black`

White
#FFFFFF
RGB: 255/255/255
CMYK: 0/0/0/0

Grey
#E3E4E5
RGB: 255/255/255
CMYK: 0/0/0/0

Primary Colours

Blue
#3232EO
RGB: 50/50/224
CMYK: 100/76/0/9
Pantone 293

Red
#EB3232
RGB: 235/50/50
CMYK: 0/100/89/0
Pantone 185

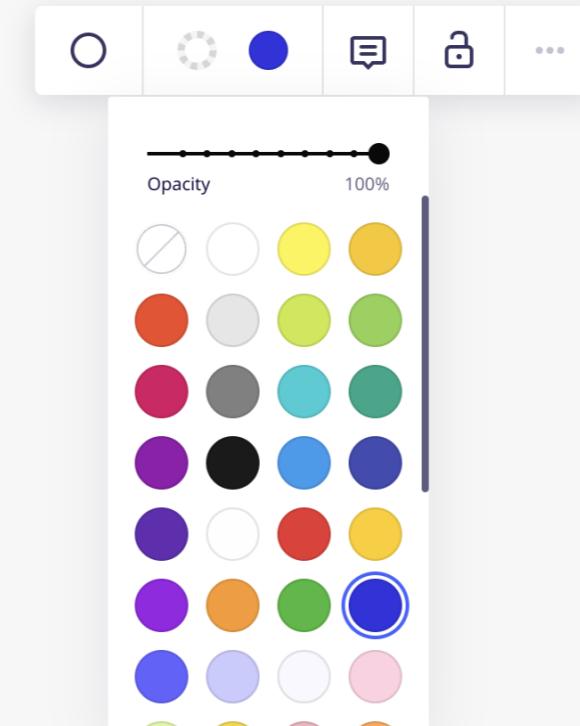
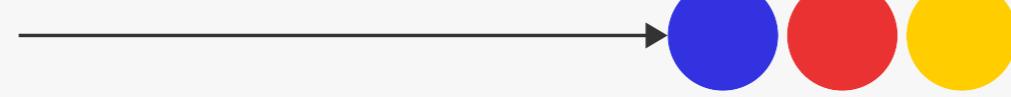
Yellow
#FFCDOO
RGB: 255/205/0
CMYK: 0/48/88/0
Pantone 115

Secondary Colours

Purple
#881EE5
RGB: 136/30/229
CMYK: 82/100/0/0
Pantone 2597

Orange
#FA9926
RGB: 250/153/38
CMYK: 0/40/97/0
Pantone 1375

Green
#3CB937
RGB: 59/178/59
CMYK: 85/0/98/0
Pantone 354



Click on the colours or type in the #hexcode to add the colours to your colours palette.

Black and white have always been our main brand colours and continue to be. Overall we tend to promote white space and avoid overuse of the black. Otherwise our communications can get a bit heavy and dark.

Our three primary colours are predominantly utilised as accent colours to highlight information, draw attention to something, or provide an interruption.



Traffic Light Colours / Severity

The following 0 to 4 rating scale can be used to rate the severity of **usability problems**:

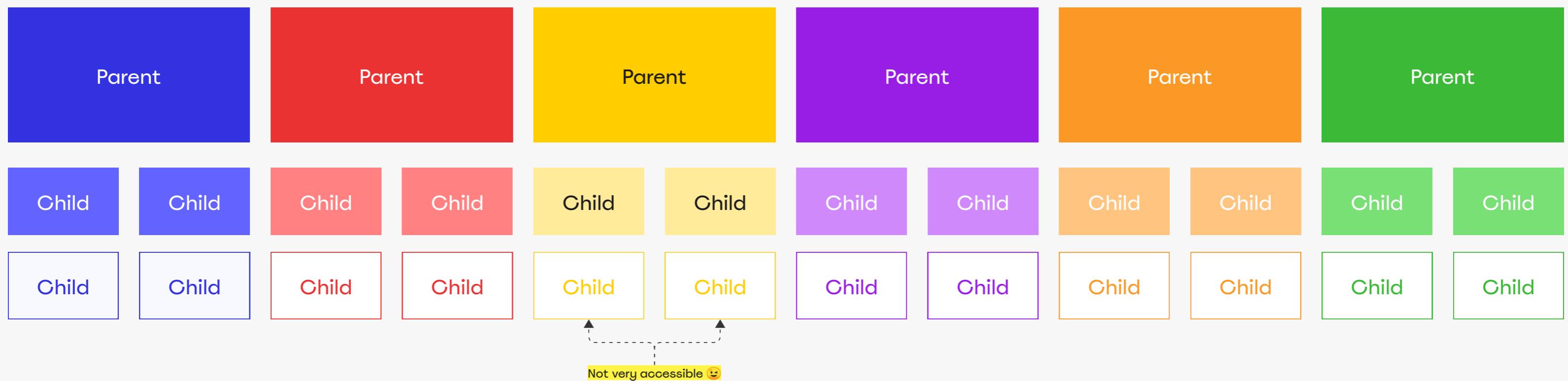
- 0 = I don't agree that this is a usability problem at all.
- 1 = Cosmetic problem only: need not be fixed unless extra time is available on project
- 2 = Minor usability problem: fixing this should be given low priority
- 3 = Major usability problem: important to fix, so should be given high priority
- 4 = Usability catastrophe: imperative to fix this before product can be released

Outside of the brand colours	
0	0 = I don't agree that this is a usability problem at all.
1	1 = Cosmetic problem only: need not be fixed unless extra time is available on project
2	2 = Minor usability problem: fixing this should be given low priority
3	3 = Major usability problem: important to fix, so should be given high priority
4	4 = Usability catastrophe: imperative to fix this before product can be released

- Approved (Green)
- Ready for review (Yellow)
- In progress (Orange)
- Not started (Red)

Indicating hierarchy

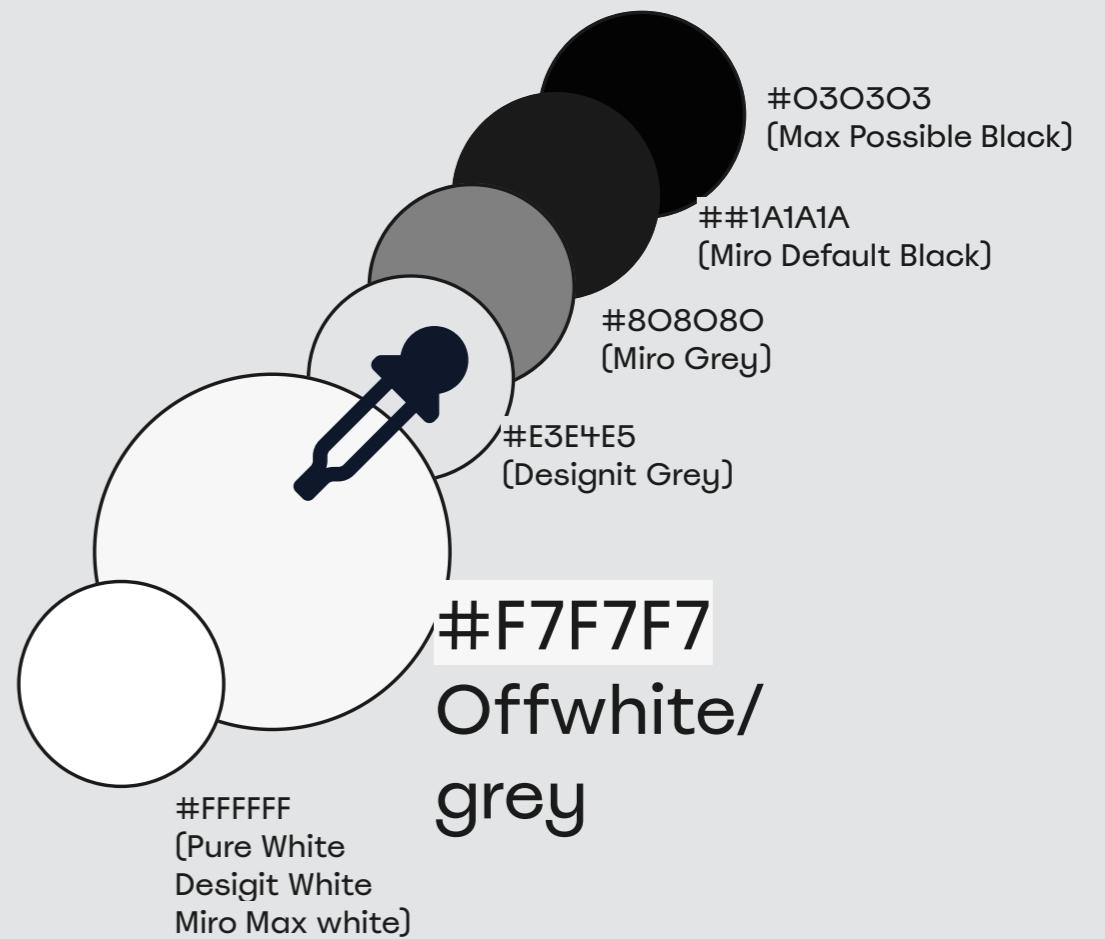
It may be useful to have several hues of the same colour ready to use to indicate depth, hierarchy or a relationship.



Extra Greys

The main brand colour of grey in designit is useful, however for the purposes of slides, we find it occasionally too dull to use as a background colour.

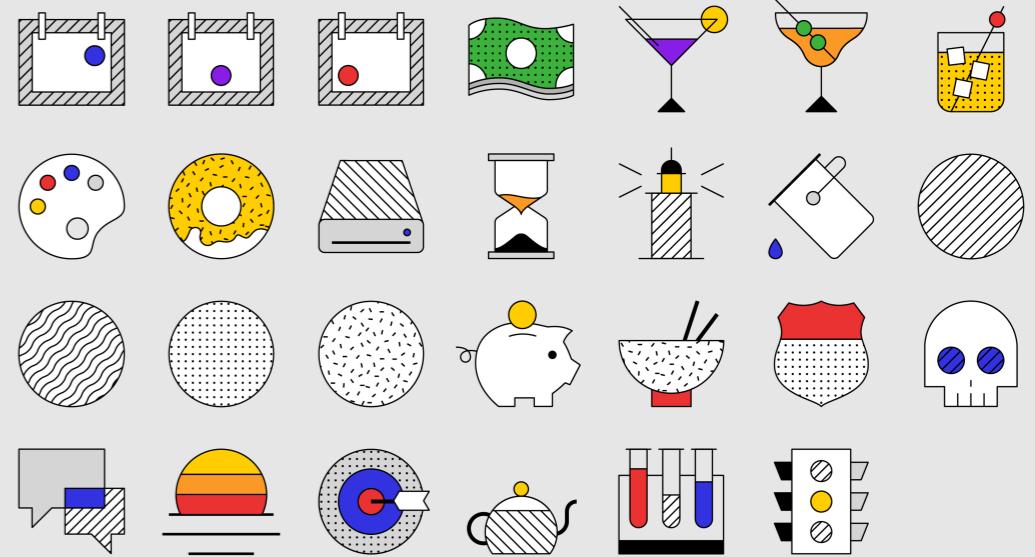
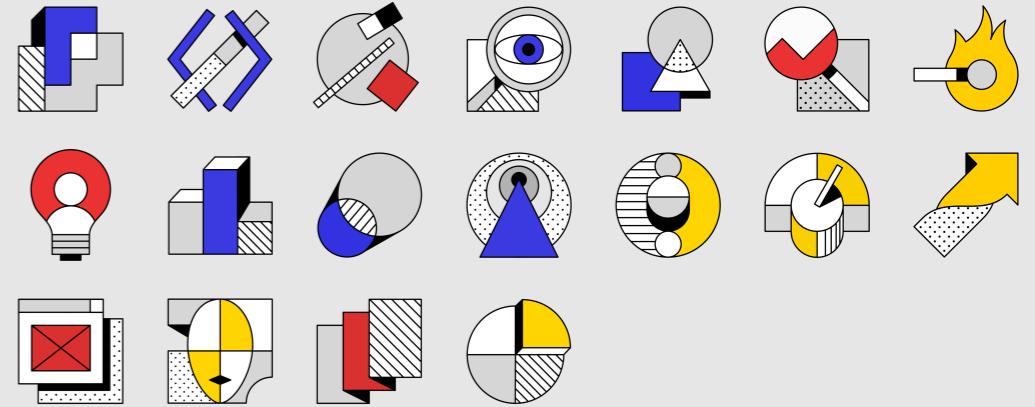
Generally we opt for **#F7F7F7** for our background white/grey.



Brand Icons, elements and illustrations

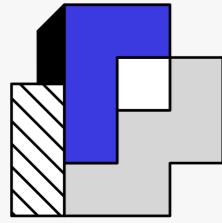
Icons are useful to bring more of the Designit brand into our workshops and packs.

They also can enhance meaning and storytelling in our presentations.



Wow! Doesn't this slide already look amazing 😊

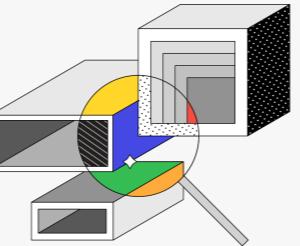
The Brand Illustration set is organised with:



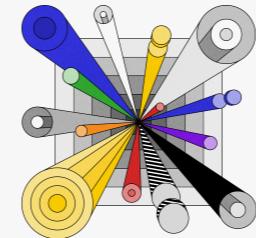
Icons



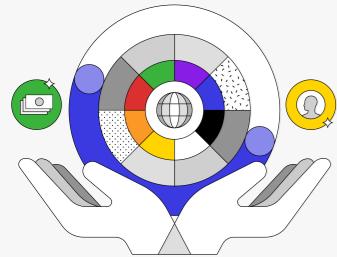
Elements



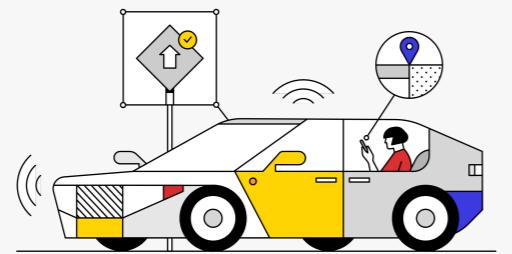
Values



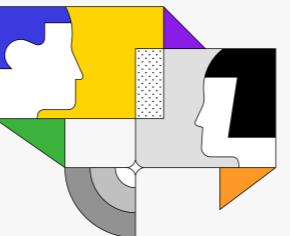
Services



Perspectives



Scenarios



Create Launch Engage

Typically we find that we get the most use out of icons and elements, as they are simple enough to be adopted into various concepts.

Tip:

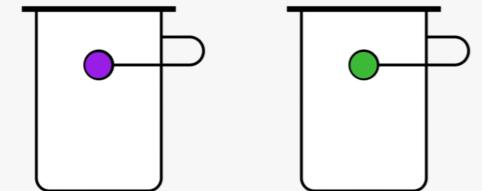
You may want to associate a specific icon with a particular theme of within a workshop, you may also want to specify a colour that represents that theme.

Because the icons are basic shapes, with some simple layering in Miro, you play around with the colours within the icons.

We have collected advanced features from, [1] the initial design sprint, [2] our user interviews and [3] a feature roadmap shared from Origin Zero.

We've bucketed these features into two groups that we're calling:

[1] **Hygienic** and [2] **Aspirational** features.

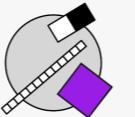


Designit a wipro company

Definitions:

Hygienic Features

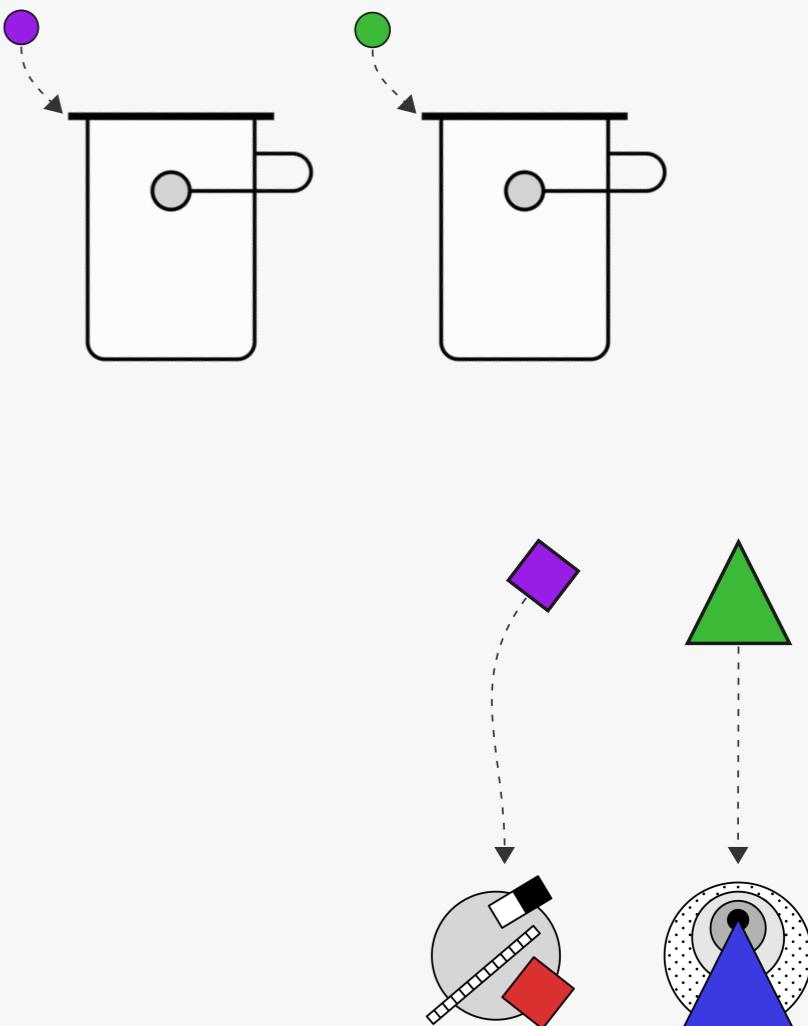
The essentials, core functionality, information architecture and usability.



Designit a wipro company

Aspirational features

What's off in the horizon?
What could be our differentiator?
What's something we should be ready for in months or years?



Extra Icons: Heroicons

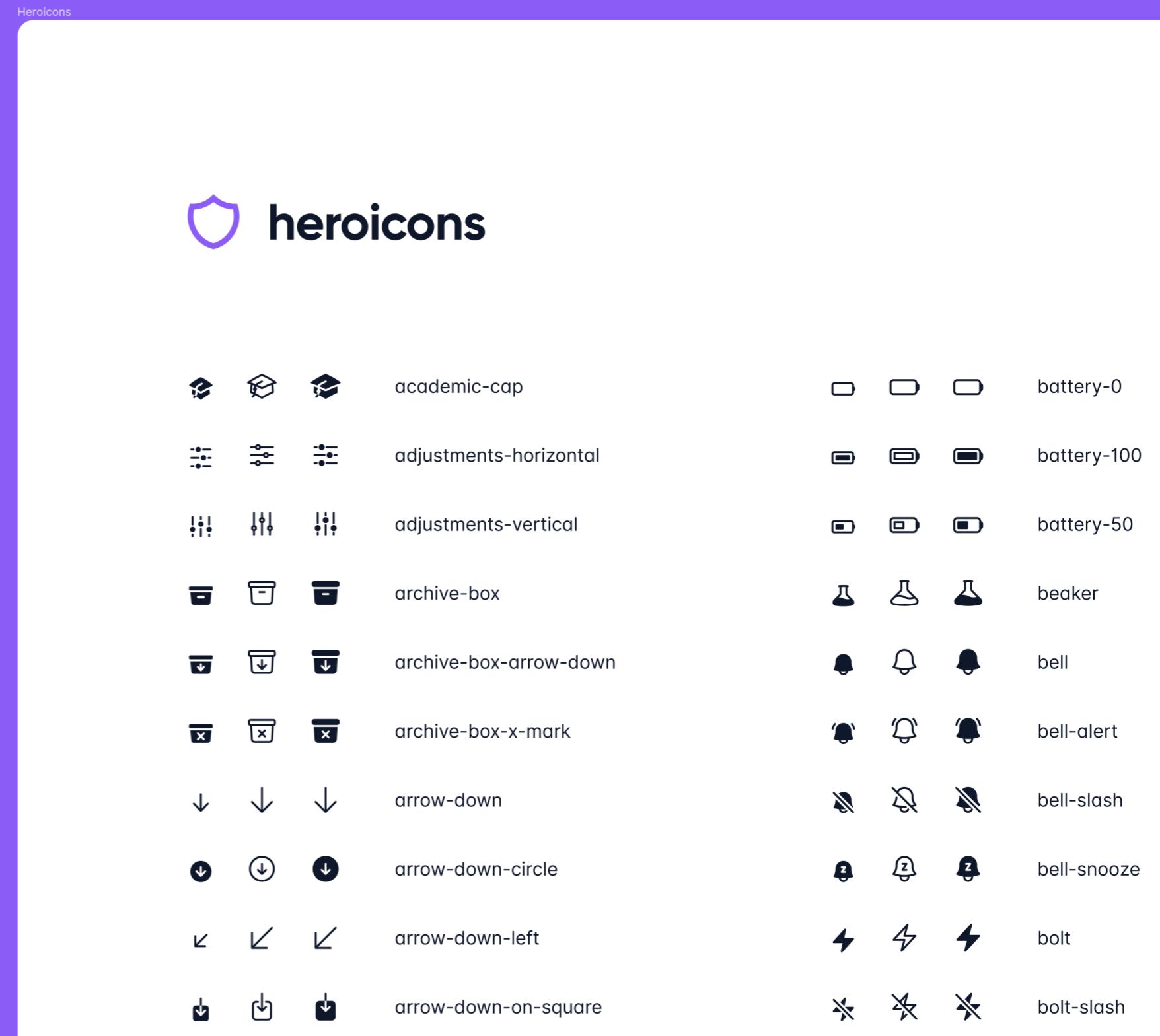
There are many useful open source icon libraries available across the web.

If you need extra icons, we recommend checking out [Heroicons](#).

Get the [Figma](#) file to Heroicons.

 By the makers of [tailwindcss](#)

Designit a wipro company

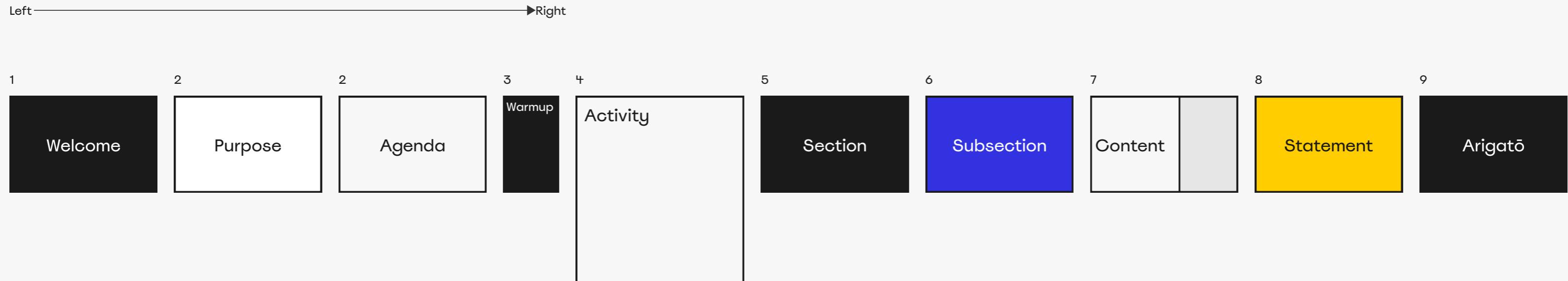




Brand Illustration Assets:

Workshop setup

Set up workshops from left to right ...unless you've got a good reason not to!



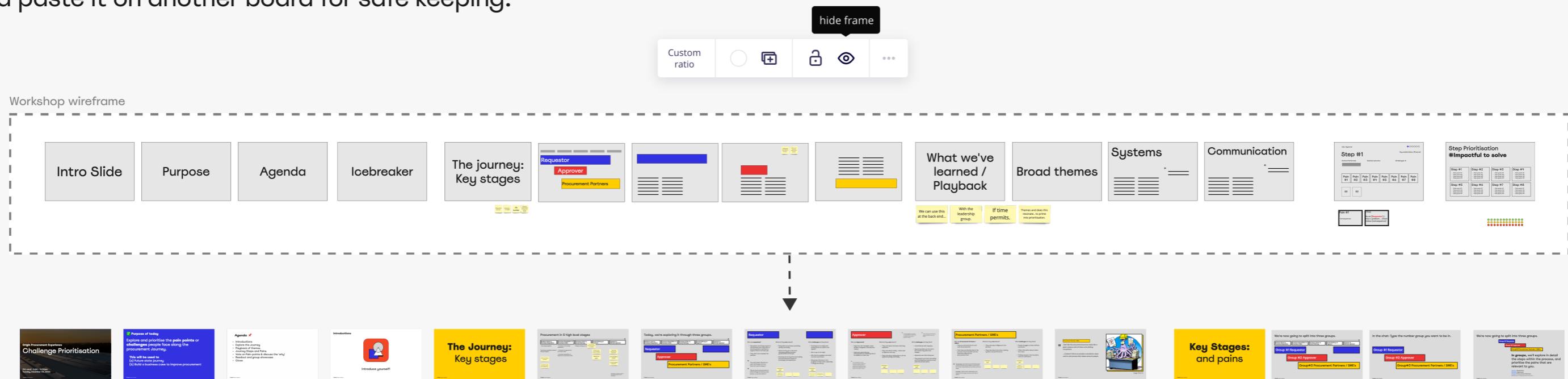
This helps Miro auto arrange your frames to be shared in a logical order. It also helps keep it readable.

Wireframing a workshop:

If it helps, try wireframing our the story of your workshop before building it out in detail.

We recommend using the [rectangle tool] for wireframing, as the less frames on a board the better.

Once you're ready to run your workshop, you can quickly frame all of your wireframe rectangles, and hide them from view, or  cut the frame and paste it on another board for safe keeping:



Timeboxing

Like any important design activity, don't forget to be intentional with your time!

When timeboxing a workshop, (1st) consider the natural chapters or breaks in the conversation. (2nd) Consider could be speaking and where, (3rd) Allocate accordingly.



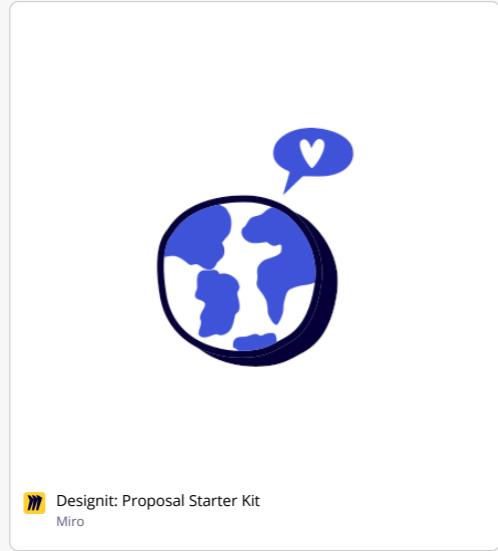
Resources:

Resources:

Done

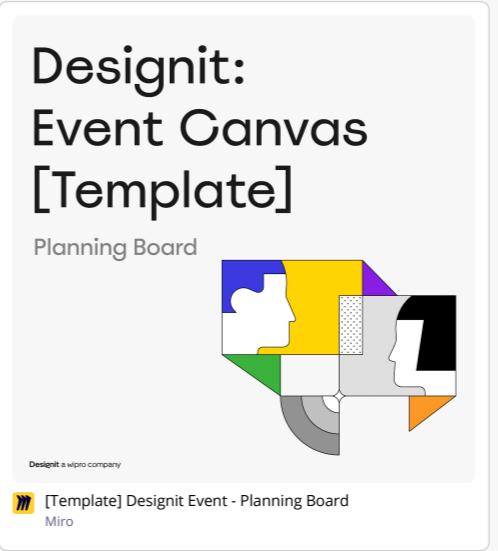


Original Workshop Resource
Sandbox



Designit: Proposal Starter Kit
[Legacy]

Work in progress



Designit:
Event Canvas
[Template]

Feedback, Wishlist, Backlog

Resources:

Please add your feedback wishlist items below, if you'd like to assign and work on something, assign yourself to a card:

The image shows a digital workspace with a grid of cards. The columns represent different stages of a project or task list:

- Feedback | 0**: No cards in this column.
- Wishlist | 1**: One card: "Something for the Miroverse?"
- Backlog | 5**: Five cards:
 - Python script to turn a text from a PDF in miro into Designit Alphabetia
 - Client Project Kickoff Workshop
 - File / Project Naming conventions
 - Internal Project Kickoff Canvas
 - Some thoughts on when to and when NOT use Miro at Designit
- In-progress | 4**: Four cards:
 - Workshop Planning Canvas
 - Negotiation Canvas
 - A catalogue / library of previous workshops / Recipes
 - Designit Event Planning Canvas
- Done | 1**: One card: "Miro Thumbnail Template"

Arigatō, danke,
dhanyavāda, gracias,
tack, tak, takk,
thank you, toda.