

Quick Guide

Purpose and Use

What's Included

Best Practices

Resources



PURPOSE AND USE

Purpose and Goal

Exercise standardisation and consistency across all Design Workshops

A plug and play solution where designers can save time from re-creating

Recognisable and accessible across OGP Team

Where to apply this

Internal design exercises within design team or other functions

External workshops as part of design propagation to other parts of government or public sector

Do note that this theme or template is not suitable for use at product level

WHAT'S INCLUDED

Pre Workshop Introduction

Facilitators to include a short paragraph to introduce participants of what they can expect to learn from the session. It can be used for internal and external promotion.

Welcome

For internal use, include the function you are collaborating with for e.g. *design x partnership*. For external use, include agency names. It doubles as a space to indicate prior instructions for e.g. get your pen and papers ready

Workshop Cover

Primary components to include is workshop title, presenters name and date. Descriptions or subtitles are secondary.

Agenda

To set participants expectations, include an Agenda. It can be renamed as Content, Overview or Outline, anything that suits your workshop tone of voice.

Divider and Main Point

Section dividers are good breakpoints for you to catch your breath and for your participants to be mentally prepared on what's coming. A resting point is a good opportunity to make a statement.

WHAT'S INCLUDED

Content

This is the part of the template you have the most free play. You may include graphics provided, images and layout the elements to your heart's' content!

Visual Direction

The overall direction is generic, with a touch of personality. The main blue character used is flexible and versatile in a way that it can mimic the workshop instructor, the participants doing activity or the user group the participants are brainstorming for. The possibility is endless, so put your creative hats on! The best part is, some of the actions comes animated, so it adds delight to your deck. The doodles provided can be used sparingly for added human touch.

The original illustration pack is pretty robust as starting point, but not a final list. As our team's needs grow, we can expand the library to call it our own for this purpose.

Activity

Must-haves components to include is title, short description, FigJam screenshot and link. You may create your FigJam templates [here](#)

End

This concludes the session. It can be for Q&A or to place a QR code to capture feedback for the session. It is entirely up to you how you want to end your show!

BEST PRACTICES



Duplicate the template, name file accordingly and save it in designated folder

Begin planning your workshop with a good outline. It saves you time and is a good place to discuss with your collaborators. View a sample [here](#)

Background colours are free to be changed according to your desired colourway or palette as long as the overall flow has a story to tell

Run a spellcheck, check all alignments and update the footer in master view



Refrain from changing any visual attributes of graphics assets provided for e.g. changing font type, colour of character and its elements

Refrain from using poor or pixelated imagery

Adding or removing major parts of the template to a point where it does not look consistent with other existing workshops for e.g. OGP logo, grid concept

ILLUSTRATION RESOURCES

[Characters](#)

Do note that the PNGs in the folder has white background

[Characters \(Animated\)](#)

Animated version for some compositions

[Characters \(Figma\)](#)

For those who need the graphics without background or to create new custom ones

[Icons](#)

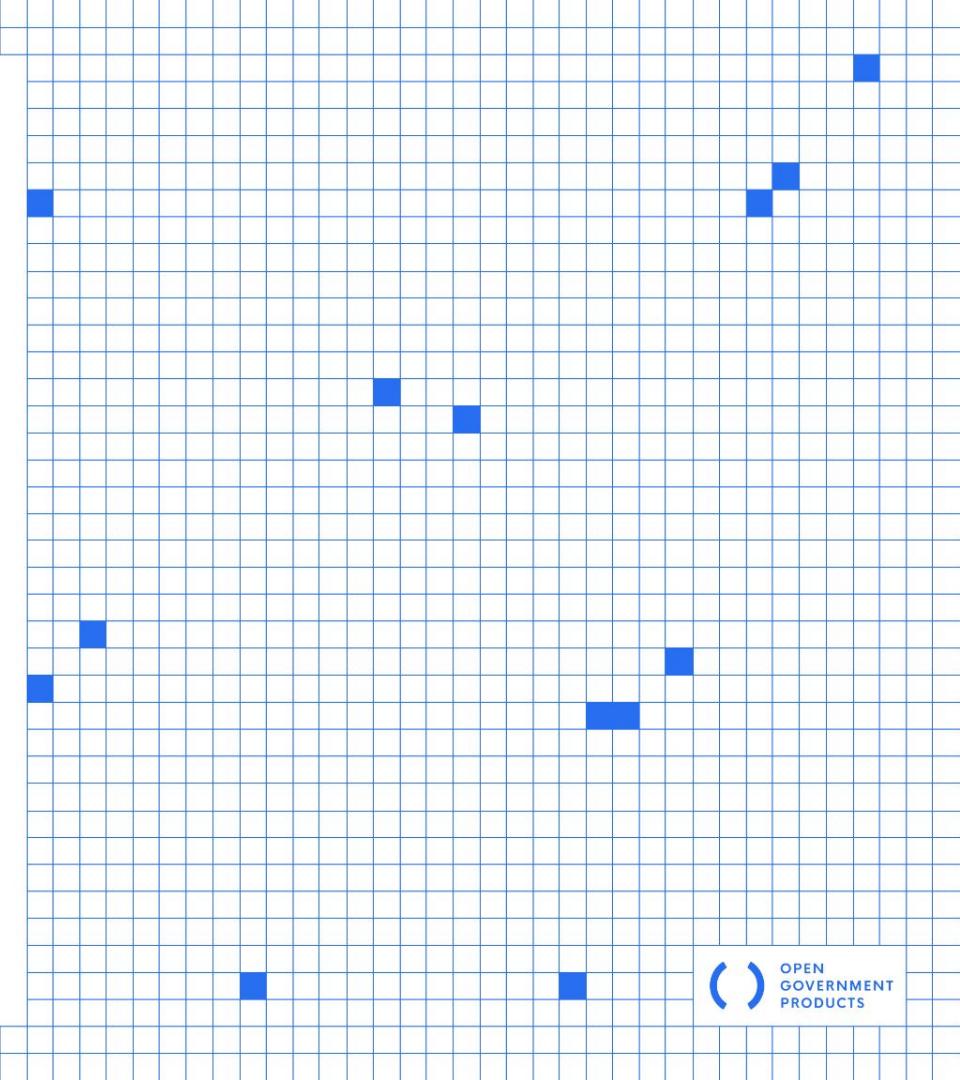
Lined icons available in different size. Recommendation to use png-96

[FigJam Activity Template](#)

This is the base of all new templates created for design workshop purposes

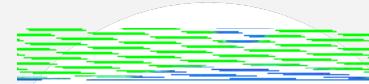
Prototyping & Testing

In this workshop, you will learn the different types of prototypes and its uses to validate concepts, ideas or functions to get quick sentiments and feedback from users. Learn how to reap the benefits of adopting an iterative mindset and testing early to achieve design refinement and build positive user experience for your products.



Good morning and welcome

OGP x Agency Name



Prototyping & Testing

Description text



Presenters Name
Date

Agenda



PART 1

What is Prototyping?

The Challenge

Assumptions

Questions

PART 2

Run Your Own Interview

Apply It To Your Context

Recap

Takeaway

What is Prototyping

Keeps icons in black



Empathise



Define



Ideate



Prototype



Test

What is Prototyping



You can also use
this template to
state a main point

Keep titles short in here, 28pt

And your content concise, ideally at 14pt.

 Lorem ipsum dolor sit amet, consectetur
 adipiscing elit, sed do eiusmod tempor
 incididunt ut labore et dolore magna aliqua.

 Ut enim ad minim veniam, quis nostrud
 exercitation ullamco laboris nisi ut aliquip
 ex ea commodo consequat.



It's OK to be loud with visuals and imagery

As long as you are having fun while putting
your point across. Find the right balance.



Teamwork makes the dream work

Combine characters and place them in
a new composition to tell your story and
capture your audience



Use lined icons for keywords



Experiment



Demonstrate



Propagate

White icons on black



Empathise



Define



Ideate



Prototype



Test

Use numbers in circles

1

Lorem ipsum dolor sit amet, consectetur
adipiscing elit, sed do eiusmod

2

Lorem ipsum dolor sit amet, consectetur
adipiscing elit, sed do eiusmod

3

Lorem ipsum dolor sit amet, consectetur
adipiscing elit, sed do eiusmod

Numbers in play

1

Lorem ipsum dolor sit amet,
consectetur

2

Lorem ipsum dolor sit amet,
consectetur

3

Lorem ipsum dolor sit amet,
consectetur

ACTIVITY

Describe here !

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Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

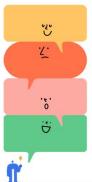
Empathy Building

What is a challenge or problem that you're currently working on?

Who are you solving this problem for?

What questions should you ask them?

What assumptions have you made?



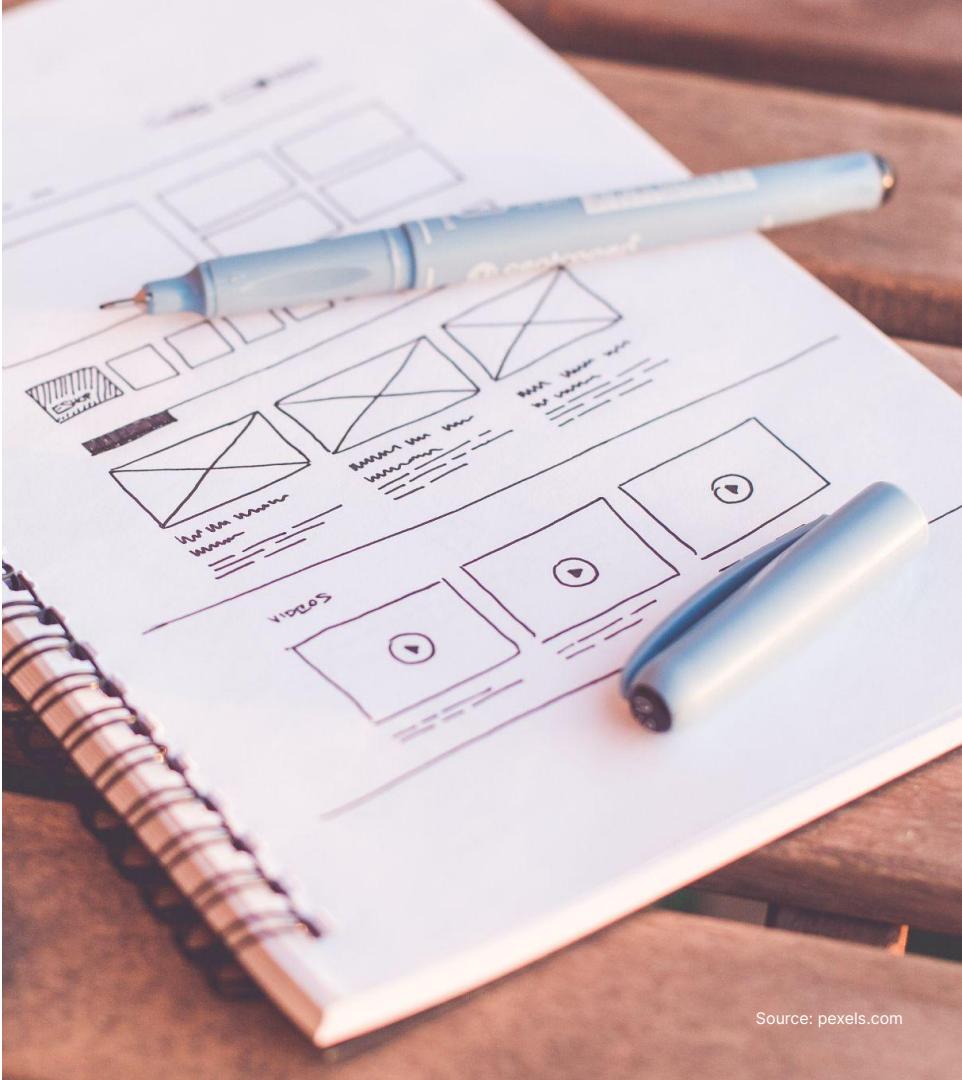
PSD InnoWeek Design Thinking Workshop

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Add screenshot of FigJam template + link as reference

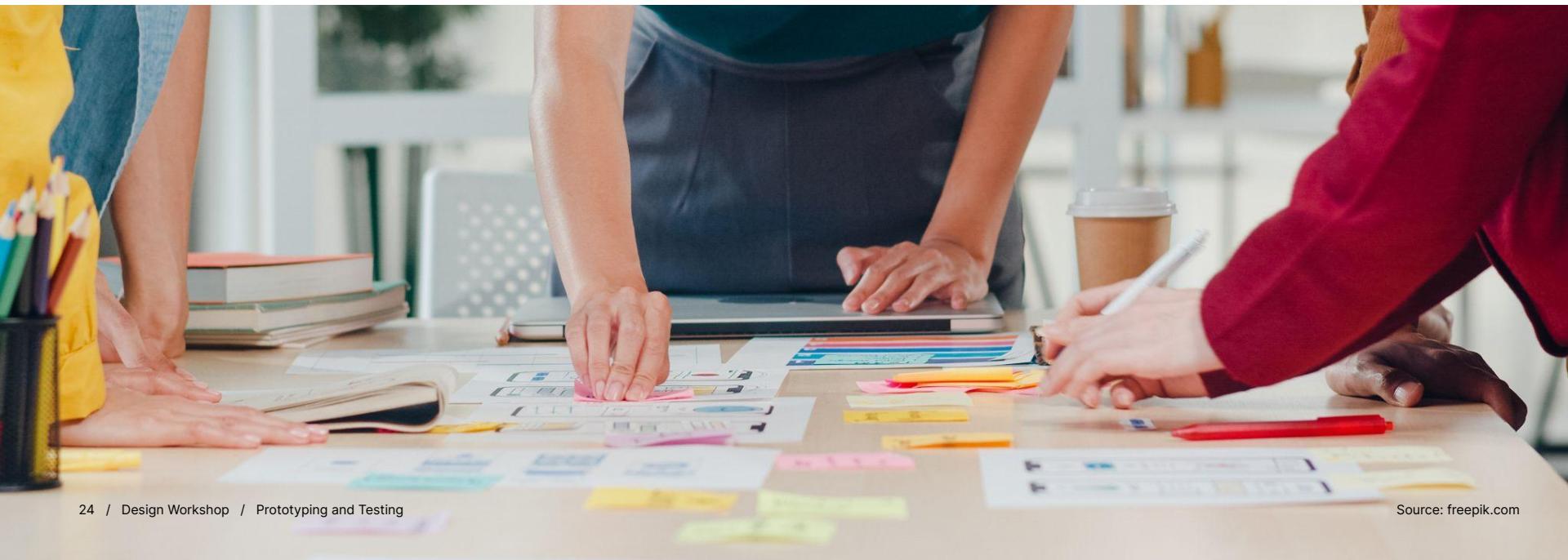
Using images

Choose good images to illustrate your points. For sensitive images like newspaper articles or clippings, please quote their sources to prevent copyright issues.



Using images

You are free to lay them out anyway you want as long as the point is clear and visually intriguing



Using images



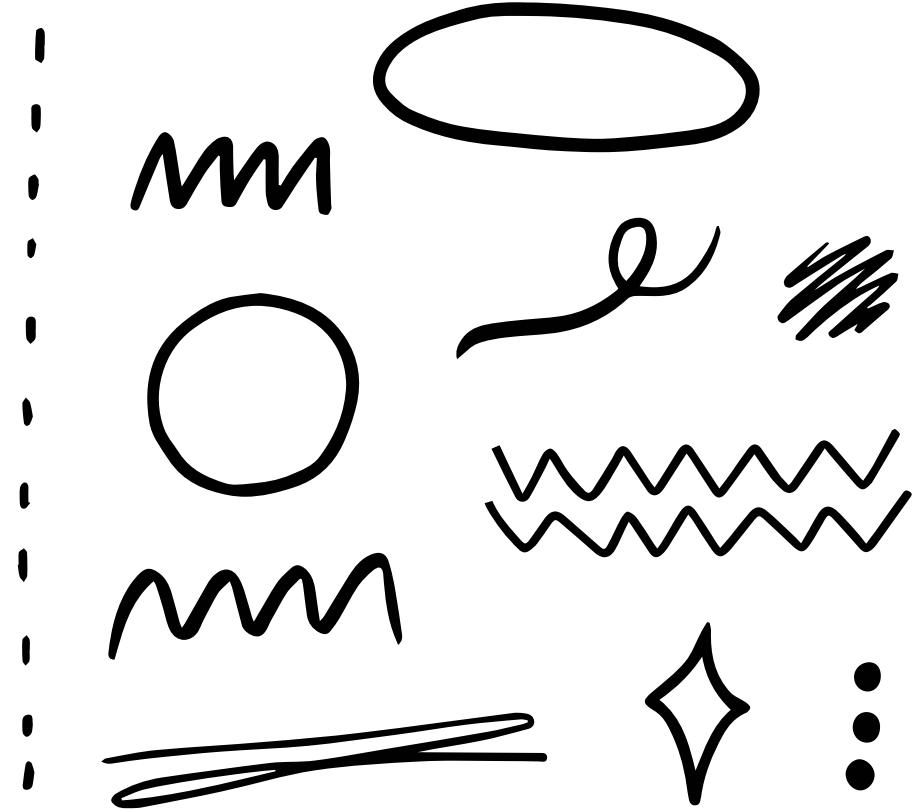
Source: freepik.com



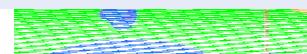
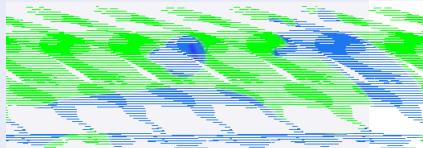
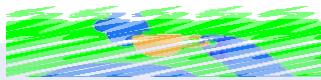
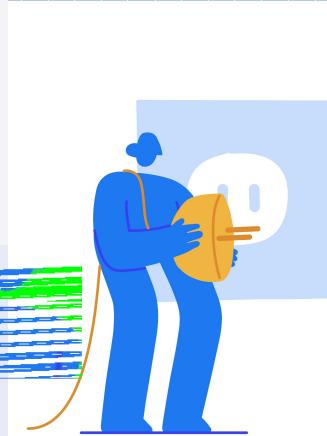
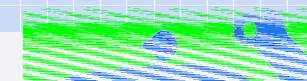
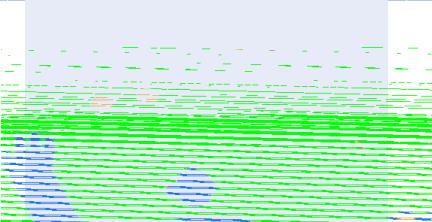
Source: freepik.com

You are free to lay them out anyway you want as long as the point is clear and visually intriguing

RESOURCES



RESOURCES



Appreciate your feedback



<https://go.gov.sg/designworkshop>



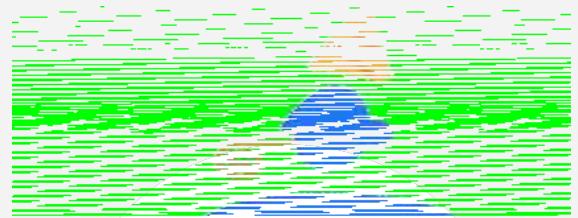
Thank you for participating!

open.gov.sg

partnerships@open.gov.sg

—

Presenter name



Activity Templates

Design Workshops

Template

Alignment

Template

Template

Template

Research 101

Template

Template

Template

Project Code
Directory

Clean Templates

Used and contains Participants Content

Prototyping & Testing

Description text



Presenters Name
Date

Prototyping & Testing

Description text



Presenters Name
Date

Prototyping & Testing

Description text



Presenters Name
Date