

Workshop Title:

Workshop Preparation Canvas

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Date:

Purpose

Why is this workshop happening?
What is the intended legacy of this workshop?
What is the consequence of not holding this workshop?

Practicalities

Where and when will the workshop take place?
What room setup is required?
What materials are required?

Participants

Who is going to be there?
What is their role in the workshop?
What are their needs?

Products

What are the inputs to the session?
What needs to be prepared beforehand?
What tangible items will we leave with?

Process

What is the agenda?
What steps are required to meet the purpose?
When will the breaks be?

Principles

"We work best when....."
How will decisions be made?
What are the workshop values?