xyz Workshop: <date>

Preparation Checklist   The following table is a checklist of things to do prior to this facilitated workshop.

To-do	Person(s)	Done
Gather info on the workshop		
Develop detailed agenda		
Review agenda with planning team and obtain approval		
Determine workshop location and dates		
Draft xyz templates for the workshop and obtain approval		
Draft xyz models (examples or partial models) for the workshop		
Schedule workshop(s) and invite participants, observers and scribe(s) or technographer(s)		
Determine scribe/arrange for computer input		
Arrange refreshments		
Send overview/high level agenda(s) to participants		
Send pre-work to participants		
Conduct workshop orientation meeting, if needed		
Prepare Facilitation supplies *<list>*		

Workshop Tools   The following table lists all templates, checklists, documents and draft models to be used in the workshop.

Tool	Person Responsible	Location/Where to find It

Participants Pre-work *(Please bring this pre-work as well as any supporting material you need!)*	1. *<List all pre-work required, including completing templates, forms, bring materials, interviewing others, analyzing documents, etc.>* 2. 3.

xyz Workshop: <date>

Purpose:	*<Briefly describe the workshop purpose. Link it to the project or program purpose. >*
Participants*:*	*<List all participants. Add their role as it relates to the workshop purpose. Below them, list observers, scribe and facilitator and their role. >*
Principles: *Ground Rules for Participation*	*<List all ground rules for participation. Include decision-making ground rules such as decision rule, if applicable. Be sure to include any "special" ground rules relevant for this project or group's history or prior interactions. >*
Products: *Tangible*	*<List all deliverables, as specifically as possible. >*
Products: *Intangible*	*<List intangibles such as decisions. >*
Place:	*<Location, directions, start time, end time, food, dress and other relevant information>*

xyz Workshop: <date>

Process: Workshop Agenda

Time	Topic/Activity	Deliverable