

# Workshop canvas

Client

Project

Date

## Before

### Purpose

**What's the reason for the workshop?**  
e.g. to generate new ideas

### Inputs

**Which materials feed into the workshop?**  
e.g. customer feedback

### Outcome

**Where do you want to get to by the end of the workshop?**  
e.g. a prioritised list of new ideas

### People

**Who is taking part in the workshop?**  
e.g. name, job title

### Space

**Where is the workshop taking place**  
e.g. location, room, layout (if known)

## Agenda

What areas do you need to cover in order to reach your desired outcome?

	Task	Activity	Time
1:			
2:			
3:			
4:			
5:			
6:			

## Materials

**What's the needed to run the workshop**  
e.g. flip charts, marker pens, post it notes

## During

### Layout

Is the room laid out properly?

### Roles

Is everyone ready?

### Opening

**Key points for opening**  
e.g. workshop fit with wider project

### Closing

**Key points for closing**  
e.g. ongoing communications

### Facilitation

**Key things to watch out for in the workshop**  
e.g. dominant / vocal stakeholder

## After

### Next

**What will people see next, when and how?**  
e.g. a summary document will be shared in 5 days

### Fit

**How does the workshop fit with the wider project?**  
e.g. it helps inform the discussion guide for user interviews