***[Insert Session Name]* Design Thinking Session Agenda**

|  |  |
| --- | --- |
| **Session Purpose:**   | **Date & Time:**   |
| **Location:**  |
| **Executive Sponsor:** **Accountable Leader:**  **Innovation Project Manager:**  |

|  |
| --- |
| **Attendees (##)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item** | **Time** | **Topic Leader** | **Discussion/Comments** |
| 0 | Prepare for Day |  | ***[Insert names]*** | * Open Powerpoint, videos, make sure all tech is working.
* ***[Insert Name]*** will arrive early to make coffee/set up breakfast snacks
* *Room set up will be complete the afternoon prior to the session.*
 |
| 1 | Welcome and Goals  |  | ***[Insert names]*** | **PowerPoint slides*** Welcome and goals for the day ***[Insert Name]:*** Share session purpose, brief welcome and inspiration
* Establish empathy for the job to be done ***[Insert Name]***
* Introductions (All)
* Brief Design Thinking Overview, Guidelines for Design Sessions ***[Insert Name]***
* Review Brainstorm guidelines and benefits ***[Insert Name]***
* Warm up game ***[Insert Name]***: ***[Insert Description]***

*Successful if: (1) We level set on the goals, (2) We establish empathy for the end user and understanding of the necessity of this work, (3) Everyone agrees to the guidelines for the session (4) People are engaged in the brainstorming process and understand its value* |
| ***10 minute break*** |
| 2 | Discovery – Gallery Crawl:  |  | Multiple: see right | **Split into two groups*** Walk through Gallery Crawl
	1. ***[Insert Board Title]***  (1) – ***[Insert Board Description]*  *[Insert Name]***
	2. ***[Insert Board Title]***  (2) – ***[Insert Board Description]*  *[Insert Name]***
	3. ***[Insert Board Title]***  (3) – ***[Insert Board Description]*  *[Insert Name]***
	4. ***[Insert Board Title]***  (4) – ***[Insert Board Description]*  *[Insert Name]***
	5. ***[Insert Board Title]***  (5) – ***[Insert Board Description]*  *[Insert Name]***
	6. ***[Insert Board Title]***  (6) – ***[Insert Board Description]*  *[Insert Name]***
* Keeping time –  ***Insert Name]*** – 12 minutes per board.
* *Questions for participants to ponder as we review the boards: What trends are we seeing? What’s working? What isn’t working? etc. Participants will write down answers to these questions on a “palette”*

***Need “palettes,” clipboards and pens for each participant to answer the probing questions****Successful if: Everyone comes away with an awareness of \_\_\_\_\_\_\_\_\_\_, need for \_\_\_\_\_\_\_\_\_\_, and ideas for improvement.*  |
| ***20 minute Break*** Show slide with 2 groups (*split into groups of ##). Design Team facilitates each group*): *Pre-assign groups* |
| 3 | Define – Review purpose and Jobs to be done overview |  | ***[Insert names]*** | * Constraints Review (25 minutes): ***[Insert Name]*** *facilitate,* ***[Insert Name]*** *take notes on a white board.*
	+ Desirability: What do people want?
	+ Feasibility: What – if any – are the constraints technology places on this challenge?
	+ Viability: What are our business model constraints?

*Successful if: (1)*  *Everyone understands the basic tenants of JTBD and how we will apply it in this session (2) The group outlines and agrees to the design constraints*  |
| 4 | ***[Brainstorm Ideas\*\*]****Ex: Journey maps, wireframes, concept poster, business model canvas, etc]* |  | ***[Insert names]*** | **Need *[Supplies needed to make the prototypes]* at each table** * Step 1:
* Step 2:
* Step 3:

*Successful if: (1) Each group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*  |
| **15 minute break**  |
| 5 | ***[Each group will prototype 1 of those ideas\*\*]***  |  | ***[Insert names]*** | * Step 1:
* Step 2:
* Step 3:

*Successful if: (1) Each group has completed a prototype based on key constraints.* |
| 6 | Show and Tell: Share Prototypes  |  | Spokesperson from each work group | * Each group has 10 minutes to present their prototype
* ***[Insert Name]*** *films report outs,* ***[Insert Name]*** *times presentations*

*Successful if: (1) Each group presents a prototype that aligns with constraints* |
| 7 | Thank you and Adjourn |  | ***[Insert names]*** | * Thank participants for their participation, energy, ideas, etc.
* Let them know the next steps

*Successful if: (1) Stakeholders are pleased with the resulting* ***[Insert prototype description]*** *to choose from, (2) Participants believe this session was a good use of their time*  |
| ***End of Day*** ***Innovation Engine debrief huddle with [Insert Operational Owner’s Name]*** ***Clean up room*** ***[Insert Name]:*** *Ensure photos of all white boards are taken****[Insert Name]:*** *Send survey to participants for feedback*  |

\*\* Depending on the session purpose and the pathway you chose, the ideation portion will be slightly different.