Design Workshop Agenda Template

Peter Merholz,Kristin Skinner

   User Story Mapping Jeff Patton,Peter Economy,2014-09-05 User story mapping is a valuable tool for software development, once you understand why and how to use it. This insightful book examines how this often misunderstood technique can help your team stay focused on users and their needs without getting lost in the enthusiasm for individual product features. Author Jeff Patton shows you how changeable story maps enable your team to hold better conversations about the project throughout the development process. Your team will learn to come away with a shared understanding of what you're attempting to build and why. Get a high-level view of story mapping, with an exercise to learn key concepts quickly Understand how stories really work, and how they come to life in Agile and Lean projects Dive into a story's lifecycle, starting with opportunities and moving deeper into discovery Prepare your stories, pay attention while they're built, and learn from those you convert to working software

   Requirements by Collaboration Ellen Gottesdiener,2002 I spend much time helping organizations capture requirements and even more time helping them recover from not capturing requirements. Many of them have gone through some motions regarding requirements as if they were sleepworking. It's time to wake up and do it right-and this book is going to be their alarm clock. - Jerry Weinberg, author of numerous books on productivity enhancement In today's complex, fast-paced software development environment, collaboration-the intense peer-to-peer conversations that result in products, decisions, and knowledge sharing-is absolutely essential to success. But all too often, attempts to collaborate degenerate into agonizing meetings or ineffectual bull sessions. Ellen's wonderful book will help you bridge the gap-turning the agony of meetings into the ecstasy of effective collaboration. - Jim Highsmith, a pioneer in adaptive software development methods Requirements by Collaboration presents a wealth of practical tools and techniques for facilitating requirements development workshops. It is suitable-no, essential reading-for requirements workshop facilitators. It will help both technical people and customer representatives participate in these critical contributions to software success. - Karl Wiegers, Principal Consultant, Process Impact, author of Software Requirements The need for this particular book, at this particular time, is crystal clear. We have entered a new age where software development must be viewed as a form of business problem solving. That means direct user participation in developing 'requirements, ' or more accurately, in jointly working the business problem. That, in turn, means facilitated sessions. In this book, Ellen Gottesdiener provides a wealth of practical ideas for ensuring that you

have exactly the right stuff for this all-important area of professional art. - Ronald G. Ross, Principal, Business Rule Solutions, LLC, Executive Editor, www.BRCommunity.com Gottesdiener's years of software development experience coupled with her straight-forward writing style make her book a perfect choice for either a senior developer or a midlevel project manager. In addition to her technical experience, her knowledge of group dynamics balance the book by educating the reader on how to manage conflict and personality differences within a requirements team-something that is missing from most requirements textbooks...It is a required 'handbook' that will be referred to again and again. - Kay Christian, ebusiness Consultant, Conifer, Colorado Requirements by Collaboration is a 'must read' for any system stakeholder. End users and system analysts will learn the significant value they can add to the systems development process. Management will learn the tremendous return they may receive from making a modest time/people investment in facilitated sessions. Facilitators will discover ways to glean an amazing amount of high-quality information in a relatively brief time. - Russ Schwartz, Computer System Quality Consultant, Global Biotechnology Firm In addition to showing how requirements are identified, evaluated, and confirmed, Ellen provides important guidance based on her own real-world experience for creating and managing the workshop environment in which requirements are generated. This book is an engaging and invaluable resource for project teams and sponsors, both business and IT, who are committed to achieving results in the most productive manner possible. - Hal Thilmony, Senior Manager, Business Process Improvement (Finance), CiscoSystems, Inc. Project managers should read this book for assistance with planning the requirements process. Experienced facilitators will enrich their knowledge. New facilitators can use this book to get them up to speed and become more effective in less time. - Rob Stroober, Competence Development Manager and Project Manager, Deloitte &Touche Consultdata, The Netherlands While many books discuss the details of software requirement artifacts (for example, use cases), Ellen's new book zeros in on effective workshop techniques and tools used to gather the content of these artifacts. As a pioneer in requirements workshops, she shares her real-life experiences in a comprehensive and easy-to-read book with many helpful examples and diagrams. - Bill Bird, Aera Energy LLC Requirements by Collaboration is absolutely full of guidance on the most effective ways to use workshops in requirements capture. This book will help workshop owners and facilitators to determine and gain agreement on a sound set of requirements, which will form a solid foundation for the development work that is to follow. - Jennifer Stapleton, Software Process Consultant and author of DSDM: The Methodin Practice This book provides an array of techniques within a clear, structured process, along with excellent examples of how and when to use them. It's an excellent, practical, and really useful handbook written by a very experienced author! - Jean-Anne Kirk, Director DSDM Consortium and IAF Professional Development Ellen has written a detailed, comprehensive, and practical handbook for facilitating groups in gathering requirements. The processes she outlines give the facilitator tools to bring together very different perspectives from stakeholders elegantly and with practical, useable results. - Jo Nelson, Principal, ICA Associates, Inc., Chair, IAF (2001-2002)

Requirements by Collaboration: Workshops for Defining Needs focuses on the human side of software development--how well we work with our customers and teammates. Experience shows that the quality and degree of participation, communication, respect, and trust among all the stakeholders in a project can strongly influence its success or failure. Ellen Gottesdiener points out that such qualities are especially important when defining user requirements and she shows in this book exactly what to do about that fact. Gottesdiener shows specifically how to plan and conduct requirements workshops. These carefully organized and facilitated meetings bring business managers, technical staff, customers, and users into a setting where, together, they can discover, evolve, validate, verify, and agree upon their product needs. Not only are their requirements more effectively defined through this collaboration, but the foundation is laid for good teamwork throughout the entire project. Other books focus on how to build the product right. Requirements by Collaboration focuses instead on what must come first--the right product to build.

Value Proposition Design Alexander Osterwalder,Yves Pigneur,Gregory Bernarda,Alan Smith,2015-01-28 The authors of the international bestseller Business Model Generation explain how to create value propositions customers can't resist Value Proposition Design helps you tackle the core challenge of every business — creating compelling products and services customers want to buy. This highly practical book, paired with its online companion, will teach you the processes and tools you need to create products that sell. Using the same stunning visual format as the authors' global bestseller, Business Model Generation, this sequel explains how to use the "Value Proposition Canvas" to design, test, create, and manage products and services customers actually want. Value Proposition Design is for anyone who has been frustrated by new product meetings based on hunches and intuitions; it's for anyone who has watched an expensive new product launch fail in the market. The book will help you understand the patterns of great value propositions, get closer to customers, and avoid wasting time with ideas that won't work. You'll learn the simple process of designing and testing value propositions, that perfectly match customers' needs and desires. In addition the book gives you exclusive access to an online companion on Strategyzer.com. You will be able to assess your work, learn from peers, and download pdfs, checklists, and more. Value Proposition Design is an essential companion to the "Business Model Canvas" from Business Model Generation, a tool embraced globally by startups and large corporations such as MasterCard, 3M, Coca Cola, GE, Fujitsu, LEGO, Colgate-Palmolive, and many more. Value Proposition Design gives you a proven methodology for success, with value propositions that sell, embedded in profitable business models.

Sprint Jake Knapp,John Zeratsky,Braden Kowitz,2016-03-08 From inside Google Ventures, a unique five-day process for solving tough problems, proven at thousands of companies in mobile, e-commerce, healthcare, finance, and more. Entrepreneurs and leaders face big questions every day: What's the most important place to focus your effort, and how do you start? What will your idea look like in real life? How many meetings and discussions does it take before you can be sure

you have the right solution? Now there's a surefire way to answer these important questions: the Design Sprint, created at Google by Jake Knapp. This method is like fast-forwarding into the future, so you can see how customers react before you invest all the time and expense of creating your new product, service, or campaign. In a Design Sprint, you take a small team, clear your schedules for a week, and rapidly progress from problem, to prototype, to tested solution using the step-by-step five-day process in this book. A practical guide to answering critical business questions, Sprint is a book for teams of any size, from small startups to Fortune 100s, from teachers to nonprofits. It can replace the old office defaults with a smarter, more respectful, and more effective way of solving problems that brings out the best contributions of everyone on the team—and helps you spend your time on work that really matters.

Virtual Facilitation Henrik Horn Andersen,Iben Nelson,Kare Ronex,2021-02-08 The covid-19 crisis accelerated virtual collaboration exponentially, creating an instant need for virtual facilitation skills. People and organizations have started on this journey, but do not yet have the experience and competencies to use this medium for effective and energetic collaboration. Virtual Facilitation will show you how to have successful virtual events, virtual meetings, virtual workshops and training. Packed full of tips, insights and real case studies, the author's practical approach to virtual facilitation will show you how to effectively learn the skills needed to suceed. This book will also cover: The role of the facilitator, and what is expected The design of the process How to avoid common mistakes Implementation and influencing behaviour Virtual Facilitation will show you how to plan for virtual events, how to develop skills to be able to host virtual meetings, virtual courses, virtual training, virtual workshops, and virtual larger events to meet 21st century needs.

The Art of Gathering Priya Parker,2020-04-14 Hosts of all kinds, this is a must-read! --Chris Anderson, owner and curator of TED From the host of the New York Times podcast Together Apart, an exciting new approach to how we gather that will transform the ways we spend our time together—at home, at work, in our communities, and beyond. In The Art of Gathering, Priya Parker argues that the gatherings in our lives are lackluster and unproductive--which they don't have to be. We rely too much on routine and the conventions of gatherings when we should focus on distinctiveness and the people involved. At a time when coming together is more important than ever, Parker sets forth a human-centered approach to gathering that will help everyone create meaningful, memorable experiences, large and small, for work and for play. Drawing on her expertise as a facilitator of high-powered gatherings around the world, Parker takes us inside events of all kinds to show what works, what doesn't, and why. She investigates a wide array of gatherings--conferences, meetings, a courtroom, a flash-mob party, an Arab-Israeli summer camp--and explains how simple, specific changes can invigorate any group experience. The result is a book that's both journey and guide, full of exciting ideas with real-world applications. The Art of Gathering will forever alter the way you look at your next meeting, industry conference, dinner party, and backyard barbecue--and how you host and attend them.

This Is Service Design Doing Marc Stickdorn,Markus Edgar Hormess,Adam Lawrence,Jakob Schneider,2018-01-02 How can you establish a customer-centric culture in an organization? This is the first comprehensive book on how to actually do service design to improve the quality and the interaction between service providers and customers. You'll learn specific facilitation guidelines on how to run workshops, perform all of the main service design methods, implement concepts in reality, and embed service design successfully in an organization. Great customer experience needs a common language across disciplines to break down silos within an organization. This book provides a consistent model for accomplishing this and offers hands-on descriptions of every single step, tool, and method used. You'll be able to focus on your customers and iteratively improve their experience. Move from theory to practice and build sustainable business success.

The Workshop Survival Guide Rob Fitzpatrick,Devin Hunt,2019-06-05 Need to run a workshop? Your attendees are trusting you with their time and attention. What are you giving them in return? Most workshops don't work. They fail to deliver real results and they fail to keep the audience energetic and engaged. They're stressful to run and painful to attend. Designing and running a brilliant workshop is easier than you think. It's not about flashy showmanship or natural charisma. Instead, it's about following a set of clear, simple rules for structuring and arranging the day. Discover and use key design principles such as: Naturally refresh and maintain the audience's attention and energy by alternating the teaching format (e.g. lecture, small group discussion, hands-on practice) every 20 minutes and making strategic use of good breaks Dramatically improve your educational impact by choosing an exercise which is properly matched to the type of knowledge/skill/wisdom currently being taught Save dozens of hours by beginning your design process with a simple skeleton of Learning Outcomes and timings rather than jumping straight into slides and materials Finish on time, every time, by intentionally designing flexible schedule springs into your session, allowing you to seamlessly adjust to delays and bad luck, and to ensure that everyone learns what they came for without running late The first half of the book covers everything you'll need to know about designing and refining the session itself. With a good design in hand, teaching a brilliant workshop goes from arduous to nearly automatic. The second half of the book shifts from ahead-of-time design to day-of facilitation. Learn the essential facilitation needed to solve unexpected problems and run a smooth, stress-free workshop: Reliable tools and tactics for crowd control, recovering attention, and shifting between tasks (without feeling like you're fighting against your audience) Clear guidance for picking the best room setup, and also improving a bad room to make the most of it Spotting and problem-solving the six major types of difficult attentees who are being either accidentally or intentionally disruptive (including the most common issue of bringing a hostile expert onto your side) Checklists and reminders of what to bring, what to do, and when to do it, in order to ensure that nothing gets forgotten, overlooked, or lost At no point in the book will we ask you to put on a big smile or project confidence. That's fluffy BS which doesn't work. Instead, we'll give you clear, concrete tools for managing a crowd and seamlessly guiding everyone to an effective outcome. Why we're the right authors

to help you succeed Over the last 15 years, we've designed and run a huge number of successful workshops (and a few major flops) covering every type of audience: executives, undergrads, MBAs, disadvantaged youths, busy professionals, and more. We've designed everything from 20-minute teasers to 3-month intensives, in locations ranging from Costa Rica and Qatar to London and Berlin. We've taught for companies like HP and Deloitte and for universities like Oxford and NYU. We've built workshops for every price point, from free upskilling (paid for by the state or employer) through to $4000-per-seat premium events. We've taught casual sessions, with beer in hand and flip-flop on foot, through to formal, posh affairs with glitzy venues and high-end catering. In every case, no matter where it was located or who it was for, the process outlined in these pages worked. Perhaps most importantly, we can teach you how to do this. We've trained up teachers from scratch who are now billing upwards of $5000 per day and getting invited back to teach again and again. This stuff isn't complicated. You can learn it!

Well-Designed Jon Kolko,2014-10-28 From Design Thinking to Design Doing Innovators today are told to run loose and think lean in order to fail fast and succeed sooner. But in a world obsessed with the new, where cool added features often trump actual customer needs, it's the consumer who suffers. In our quest to be more agile, we end up creating products that underwhelm. So how does a company like Nest, creator of the mundane thermostat, earn accolades like "beautiful" and "revolutionary" and a $3.2 billion Google buyout? What did Nest do differently to create a household product that people speak of with love? Nest, and companies like it, understand that emotional connection is critical to product development. And they use a clear, repeatable design process that focuses squarely on consumer engagement rather than piling on features for features' sake. In this refreshingly jargon-free and practical book, product design expert Jon Kolko maps out this process, demonstrating how it will help you and your team conceive and build successful, emotionally resonant products again and again. The key, says Kolko, is empathy. You need to deeply understand customer needs and feelings, and this understanding must be reflected in the product. In successive chapters of the book, we see how leading companies use a design process of storytelling and iteration that evokes positive emotions, changes behavior, and creates deep engagement. Here are the four key steps: 1. Determine a product-market fit by seeking signals from communities of users. 2. Identify behavioral insights by conducting ethnographic research. 3. Sketch a product strategy by synthesizing complex research data into simple insights. 4. Polish the product details using visual representations to simplify complex ideas. Kolko walks the reader through each step, sharing eye-opening insights from his fifteen-year career in product design along the way. Whether you're a designer, a product developer, or a marketer thinking about your company's next offering, this book will forever change the way you think about—and create—successful products.

The User Experience Team of One Leah Buley,2013-07-09 The User Experience Team of One prescribes a range of approaches that have big impact and take less time and fewer resources than the standard lineup of UX deliverables.

Whether you want to cross over into user experience or you're a seasoned practitioner trying to drag your organization forward, this book gives you tools and insight for doing more with less.

Visual Meetings David Sibbet,2010-08-09 Use eye-popping visual tools to energize your people! Just as social networking has reclaimed the Internet for human interactivity and co-creation, the visual meetings movement is reclaiming creativity, productivity, and playful exchange for serious work in groups. Visual Meetings explains how anyone can implement powerful visual tools, and how these tools are being used in Silicon Valley and elsewhere to facilitate both face-to-face and virtual group work. This dynamic and richly illustrated resource gives meeting leaders, presenters, and consultants a slew of exciting tricks and tools, including Graphic recording, visual planning, story boarding, graphic templates, idea mapping, etc. Creative ways to energize team building, sales presentations, staff meetings, strategy sessions, brainstorming, and more Getting beyond paper and whiteboards to engage new media platforms Understanding emerging visual language for leading groups Unlocking formerly untapped creative resources for business success, Visual Meetings will help you and your team communicate ideas more effectively and engagingly.

Facilitation Made Easy Esther Cameron,2005-09-03 The facilitator's task of opening up discussion, getting ideas into the open and setting broad future direction is essential if a group is to reach consensus on a particular outcome and it is now one of the key techniques used in meetings and workshops. Facilitation Made Easy provides a practical introduction to the essential skills needed and will help readers develop a facilitation style that is unbiased and enables control without being overpowering. With detailed examples, proven tips for success, checklists and a self assessment guide to help readers test their own personal approach to facilitation, the book will help readers to: Understand the facilitator's role Develop the ideal structure for workshops and meetings Control agendas and help to focus the outcome of meetings Deal with difficulties. This third edition also includes a new chapter on facilitating virtual meetings, explaining the mechanics of virtual teams, the pros and cons of virtual meetings, use of technology and tips on setting up, facilitating and participating in virtual meetings

Org Design for Design Orgs Peter Merholz,Kristin Skinner,2016-08-22 Design has become the key link between users and today's complex and rapidly evolving digital experiences, and designers are starting to be included in strategic conversations about the products and services that enterprises ultimately deliver. This has led to companies building in-house digital/experience design teams at unprecedented rates, but many of them don't understand how to get the most out of their investment. This practical guide provides guidelines for creating and leading design teams within your organization, and explores ways to use design as part of broader strategic planning. You'll discover: Why design's role has evolved in the digital age How to infuse design into every product and service experience The 12 qualities of effective design organizations How to structure your design team through a Centralized Partnership Design team roles and evolution The process of recruiting and hiring designers How to manage your design team and promote professional growth

From Chaos to Concept Kevin Collamore Braun,2020-07-28 This book is written for product design, software development, graphic design, and UX professionals with a focus on creating measurably better user experiences. If you want to design solutions to meet business goals and delight your users, you can look to this resource which covers the following areas: Creating and documenting goals, strategies, objectives, and tactics Defining or refining personas based on your measurable objectives (OKRs) Creating and iterating on scenarios based your prioritized personas A team approach to defining the product and roadmap to address critical use cases Team based divergent ideation and solution exploration Team based convergent solution definition Wireframing potential solutions for rapid research and iteration Using quantitative and qualitative methods to understand usage and test with users Exploring approaches to taxonomy and information architecture Using psychology and human factors to drive your design decisions Developing performant, accessible, maintainable experiences Using analytics to measure the results and inform the next iteration How this process differs based on the size of the company or team that is employing it

Design and Operation of Production Networks for Mass Personalization in the Era of Cloud Technology Dimitris Mourtzis,2021-11-10 Design and Operation of Production Networks for Mass Personalization in the Era of Cloud Technology draws on the latest industry advances to provide everything needed for the effective implementation of this powerful tool. Shorter product lifecycles have increased pressure on manufacturers through the increasing variety and complexity of production, challenging their workforce to remain competitive and profitable. This has led to innovation in production network methodologies, which together with opportunities provided by new digital technologies has fed a rapid evolution of production engineering that has opened new solutions to the challenges of mass personalization and market uncertainty. In addition to the latest developments in cloud technology, reference is made to key enabling technologies, including artificial intelligence, the digital twin, big data analytics, and the internet of things (IoT) to help users integrate the cloud approach with a fully digitalized production system. - Presents diverse cases that show how cloud-based technologies can be used in different ways as part of the standard operation of global production networks - Provides detailed reviews of new technologies like the digital twin, big data analytics, and blockchain to provide context on the role of cloud technologies in a fully digitalized system - Explores future trends for cloud technology and production engineering

The Definitive Guide To Facilitating Remote Workshops J. Kalbach,M. Tippin,D. Chin,2018-08-25 Insights, tools, and case studies from digital-first companies and expert facilitators - including: -Pro tips & key questions around teams, tools, & techniques-Breakdowns & diagrams for dealing with essential factors like time zones, audio/video, & group size-Case studies from remote teams at Intuit, Trello, & IBM-Step-by-steps for 10+ remote-friendly workshop activities-Checklists & guides for planning, running, and following up on workshops

The Surprising Power of Liberating Structures Henri Lipmanowicz,Keith McCandless,2014-10-28 Smart leaders

know that they would greatly increase productivity and innovation if only they could get everyone fully engaged. So do professors, facilitators and all changemakers. The challenge is how. Liberating Structures are novel, practical and no-nonsense methods to help you accomplish this goal with groups of any size. Prepare to be surprised by how simple and easy they are for anyone to use. This book shows you how with detailed descriptions for putting them into practice plus tips on how to get started and traps to avoid. It takes the design and facilitation methods experts use and puts them within reach of anyone in any organization or initiative, from the frontline to the C-suite. Part One: The Hidden Structure of Engagement will ground you with the conceptual framework and vocabulary of Liberating Structures. It contrasts Liberating Structures with conventional methods and shows the benefits of using them to transform the way people collaborate, learn, and discover solutions together. Part Two: Getting Started and Beyond offers guidelines for experimenting in a wide range of applications from small group interactions to system-wide initiatives: meetings, projects, problem solving, change initiatives, product launches, strategy development, etc. Part Three: Stories from the Field illustrates the endless possibilities Liberating Structures offer with stories from users around the world, in all types of organizations -- from healthcare to academic to military to global business enterprises, from judicial and legislative environments to R&D. Part Four: The Field Guide for Including, Engaging, and Unleashing Everyone describes how to use each of the 33 Liberating Structures with step-by-step explanations of what to do and what to expect. Discover today what Liberating Structures can do for you, without expensive investments, complicated training, or difficult restructuring. Liberate everyone's contributions -- all it takes is the determination to experiment.

Architecting Software Intensive Systems Anthony J. Lattanze,2008-11-18 Architectural design is a crucial first step in developing complex software intensive systems. Early design decisions establish the structures necessary for achieving broad systemic properties. However, today's organizations lack synergy between software their development processes and technological methodologies. Providing a thorough treatment of

Handbook of Team Design Peter H. Jones,1998 But this book does more than draw on all the most successful approaches to team design, as applied in a broad range of real-world situations. The Handbook of Team Design also presents a new system of frameworks for applying these methods.--BOOK JACKET. It provides you with guidelines for four separate arenas. You'll get precise procedures, checklists, charts, and workable tools for development in business and information systems, software products, user participation, and technical systems.--BOOK JACKET.

Architect + Entrepreneur Eric W. Reinholdt,2015 Part narrative, part business book; Architect + Entrepreneur is filled with contemporary, relevant, fresh tips and advice, from a seasoned professional architect building a new business. The guide advocates novel strategies and tools that merge entrepreneurship with the practice of architecture and interior design. The Problem:Embarking on a new business venture is intimidating; you have questions. But many of the resources available

to help entrepreneur architects and interior designers start their design business lack timeliness and relevance. Most are geared toward building colossal firms like SOM and Gensler using outdated methods and old business models. If you're an individual or small team contemplating starting a design business, this is your field guide; crafted to inspire action. The Solution:Using the lean startup methodology to create a minimum viable product, the handbook encourages successive small wins that support a broader vision enabling one to, think big, start small, and learn fast. It's a unique take on design practice viewed through the lens of entrepreneurship and is designed to answer the questions all new business owners face, from the rote to the existential. Questions about: - Startup costs - Business models (old and new) - Marriage of business and design - Mindset - Branding & naming (exercises and ideas) - Internet marketing strategies - Passive income ideas - Setting your fee - Taxes - Standard Operating Procedures (SOPs) - Securing the work - Client relations - Software - Billing rates - Contracts Building a business isn't a singular act; it's a series of small steps. Using the outline found in Architect + Entrepreneur you can start today. The chapters are organized to guide you from idea to action. Rather than write a business plan you'll be challenged to craft a brand and you'll sell it using new technologies. Follow the guide sequentially and you'll have both the tools and a profitable small business.

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