



STARTER PACK

REQUIREMENTS WORKSHOP

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THE 10 STEPS FOR A SUCCESSFUL WORKSHOP

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- STEP 1** Define the purpose, goals, and objectives of the workshop
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- STEP 2** Determine who should attend the workshop
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- STEP 3** Create a detailed agenda for the workshop
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- STEP 4** Determine the appropriate time length of the meeting
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- STEP 5** Determine the best meeting format and location
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- STEP 6** Send out the meeting invite and agenda several weeks in advance
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- STEP 7** Facilitate and lead the workshop
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- STEP 8** Document and summarize action items
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- STEP 9** Define the purpose, goals, and objectives of the workshop
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- STEP 10** Follow up on action items and schedule additional meetings as needed

THE 7PS TECHNIQUE GUIDELINE

Prepare your workshop with the **7Ps template**. Use it to clarify the **purpose, participants, process, preparation, and expected outcomes** before the session starts.

Access the Full MIRO template here: <https://miro.com/miroverse/seven-ps-workshop-preparation/>

PURPOSE

What is the purpose of the workshop?
Do you really need a workshop?

PRODUCT

What do you want to have at the end of the workshop?

PARTICIPANTS

Who should be invited?

PRACTICAL

What do you have to setup for this workshop?

PREPARATION

Do you need anything created before the workshop?

PITFALLS

What could go wrong?

PROCESS

What do you want to do during the workshop?

Facilitation Tips & Tricks:

START ON THE RIGHT FOOT

SET THE WORKSHOP GUIDELINES WITH THE PARTICIPANTS

- No mobile phones/laptops
- Everyone is expected to contribute
- Stay on topic
- Judgement free zone

STATE THE WORKSHOP OBJECTIVES

And keep them visible for all. This will help you steer the discussions back to the topic. If it doesn't fit the objective it can be set aside.

DESCRIBE THE DAY'S ACTIVITIES

- Go over the agenda of the day
- Explain when (if) food will be served, refreshments, etc
- Talk logistics (restrooms, water, coffee, wifi passwords if needed, etc)

Facilitation Tips & Tricks:

KEEP THINGS ROLLING

BREAK THE ICE

- Help people get to know each other as it will ease the
- further discussions.
- Use ice breakers to get people going (ex: squiggly birds, two truths and a lie)

MAKE SURE YOU:

- Stand don't sit
- Listen, don't talk
- Use visuals (post-its, colored markers)
- Keep them sugared and caffeinated
- (chocolate does wonders)
- Break them into smaller groups
- Keep an eye on the clock
- Adapt to the situation (be flexible with the
- agenda if things are productive)

Facilitation Tips & Tricks: **DON'T GET STUCK**

**FOR EVERY
PROBLEM THERE
IS A SOLUTION.**

Participants are not engaged

Break them in groups/ask their opinion

Off topic discussions - Use Parking Lot

Discussions monopolized by someone - Use ELMO (Enough Let's Move On)

FOLLOW-UP

Send follow up email shortly after workshop

- Thank participants
- Recap of decisions/discussions
- Identify action points/next steps

Organize follow up meetings

- Share progress of project(s) in the following weeks.

Want to nail your next requirements workshop?



FULL ARTICLE ON OUR BLOG

<https://www.evozon.com/how-to-nail-your-next-requirements-workshop/>



Let's
connect

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