

Planning Canvas

Title:

Sponsor:

Outcomes:

*What are the desired outcomes?
What would have happened to create this outcome?*

Date / Location / Logistics:

*When will this take place?
How long is needed to achieve the purpose and outcomes?
What room setup will be needed?
Where will it be held?*

<Your Topic>:

What other topics do you need to consider in your planning?

Purpose:

What's the purpose of this session?

The purpose of this meeting is to ...

Decisions / Scope of Authority:

*What decisions will be made?
How will those decisions be made?
What is the teams scope of authority?*

<Your Topic>:

What other topics do you need to consider in your planning?

Experience:

What kind of experience do you want participants to have?

Attendees:

*Who is the sponsor of this meeting?
Who will attend?
What will their roles be (participant, observer, sponsor, etc.)?*

<Your Topic>:

What other topics do you need to consider in your planning?