

CLARITY WORKSHOP

Project name:

Purpose of the workshop:

Participants:

List of items needed:

- Post-its in two different colours
- Pens/sharpies for each participant
- A whiteboard
- A phone to record the session

Notes:

HOPES & FEARS

TASK 1

Project name:

Hopes (*list main themes*)

Fears (*list main themes*)

Instructions:

- Assign one colour post-it to hopes and the other to fears.
- What are our hopes and fears?
- Set time for writing one statement per post-it.
- Group similar post-its together.
- Team discussion of hopes & fears

SUCCESS VISION BOARD

TASK 2

Project name:

As a team, what are we trying to achieve?

If we achieve that aim, what does success look like?

A vision of success helps to highlight the steps that need to happen to make it possible

Notes:

KNOWLEDGE GAPS CANVAS

TASK 3

Project name:

What we KNOW

(Evidence & insights we already have)

What we DON'T KNOW

(Questions & missing information)

Instructions:

As a team, review your goals and vision of success.

- What key pieces of information do we already know?
- What questions do we need to answer?

Challenge assumptions: is what we "know" is evidence based?

ACTION SETTING BOARD

TASK 4

Project name:

Immediate action we can start taking today:

Long term action that require preparation:

Set the date to review progress and update the team's goals