Workshop Brief

Before creating an agenda, answer the questions below. This information will guide your workshop planning to ensure your eventual agenda supports your overall goal.

**Workshop Goal**
What are we trying to achieve? Why is a workshop appropriate for achieving this goal?

**Ownership**
Which parties are responsible for planning, facilitating and executing the workshop?

**Timing**
When will the workshop roughly take place? Are there any dependencies for the workshop?

**Questions to Answer**
What questions are you hoping to answer in the workshop? What decisions need to be made?

**Attendees**
Who needs to attend the workshop? Who has knowledge that will help answer the above questions, and who has authority to make the necessary decisions?

**Environment**
Where should the workshop be held? What kind of environment will set the appropriate tone?

**Key Takeaways**
What should we have at the end of the workshop (e.g., a decision or output)?

**Definition of Success**
How will we determine the success of the workshop?