

# Workshop Agenda Template

Reference Chapter 4 in  
*Requirements by Collaboration* by Ellen Gottesdiener, Addison-Wesley, 2002.

<company> Workshop <project name>

## Logistics

Date	Time	Place	Food	Dress

**Preparation Checklist** The following is a sample checklist of things to do before the workshop.

To Do	Who	Date Completed
Gather info on the workshop.		
Draft detailed agenda (process), including purpose, participants, principles (ground rules), place, and products.		
Review draft of workshop agenda and adjust as needed.		
Determine location and dates.		
Engage sponsor to kick off the workshop and attend the show-and-tell.		
Create draft versions of input models (see Workshop Tools section in this document).		
Create draft workshop tools (see Workshop Tools section).		
Schedule workshop(s) and invite participants.		
Schedule and conduct workshop orientation meeting (if needed).		
Arrange food.		
Distribute agenda and pre-work to participants.		
Prepare facilitation supplies <list>		

**Workshop Information** The following table provides basic information about the workshop. Add other information, such as background or project information, as warranted.

<b>Workshop Purpose</b>	<insert purpose in 2–4 sentences>
<b>Products: Tangible Outcomes</b>	<list>
<b>Products: Intangible Outcomes</b>	<list>
<b>Principles (Ground Rules and Decision Rule)</b>	<list>

**Workshop Tools** The following is a list of workshop tools—documents, draft models, templates (such as use case templates and business rules templates), and workshop aids (such as sample models, instructions for subgroup work, requirements prioritization schemes, quality assurance checklists, and deliverable templates)—prepared by the planning team to accelerate the workshop and help participants to complete deliverables.

**Participants Pre-work** <list>  
*(Bring this along with any supporting material you need)*

**Workshop Agenda** The following list shows the workshop activities in order. Optionally, include a list of tasks for each workshop activity.

Timing	Activity	Deliverable(s)