

# Workshop Scoping Canvas

Most important real-world problems are complex and require the involvement of many people or organisations to resolve. Building a shared understanding of the problem and buy-in to a solution is crucial. So, workshops for sensemaking, problem-solving and planning are often key to making genuine progress.

Bringing smart who care about the problem to think and plan together is a good start. But a productive and effective workshop requires skill to deliver. You mustn't tell people what to think, but you should guide them in what to think about and how.

You must be clear about the outcome you're seeking from the workshop and why. Then by defining the questions that need to be answered to achieve the outcome you bring focus to the work. A problem-solving tool is often available to sharpen your thinking in answering the questions, and to join-up your thinking across several questions. In this way you can make your workshops extremely productive.

Additional valuable insights on workshops are available in *Smashing the State of Dumb-stuck*. Suggestions about how to use this workshop scoping canvas are provided below. Explore and test your own ways to make it more powerful, sharing your experiences and examples with others.

## Workshop Scoping Canvas

Desired outcome What are the most important outcomes you need from the workshop? e.g., insight, alignment, strategic focus	Job to be done How will that outcome best serve you in doing your next or larger job to be done?	Participants Who will contribute most effectively to the most important work of thinking and problem-solving?	
<b>1</b>	<b>2</b>	<b>3</b>	
Key questions The most useful questions to answer in delivering your desired workshop outcomes	Problem-solving tool The tool or method that helps you to examine and answer the question most effectively	Resources The templates, facilities and resources required to apply the tools in the workshop	Time allocation The estimated time required to complete the task
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

Canvas enabling insights from the book *Smashing the State of Dumb-stuck* (2021) from MoshPit Publishing  
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### Steps to using the Workshop Scoping Canvas

1. Define two or three of the most important outcomes you want to achieve from your investment in a workshop.
2. Explain how the outcome/s will equip you to do your next or larger job. This will help refine your thinking about the desired outcomes.
3. Name the required workshop participants, focusing on those people that will add most insight and capability to get the work done.
4. Carefully define 4 to 6 questions that need to be explored and answered in the workshop. Initial questions should tend to promote divergent thinking and inquiry, then move to questions fostering synthesis of insight, concluding with questions linked to action taking.
5. Identify a problem-solving tool or tools that will be most helpful in answering your question/s in a thoughtful and credible way.
6. Put yourself in the shoes of the person doing the work in the workshop and define the resources and materials you will need.
7. Again in the shoes of a workshop participant, think about how much time you will require to answer each question using the tools. This will give you a great sense of the likely duration of the workshop and, with breaks, whether it should be held over one or two days.

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# Workshop Scoping Canvas

EXAMPLE

Desired outcome	Job to be done	Participants
What are the most important outcomes you need from the workshop? e.g., insight, alignment, strategic focus	How will that outcome best serve you in doing your next or larger job to be done?	Who will contribute most effectively to the most important work of thinking and problem-solving?
<ul style="list-style-type: none"> <li>Understanding throughout the executive team of climate risks and opportunities</li> <li>Identification of priority climate risks and opportunities</li> <li>Buy-in to actions by executives best placed to deliver</li> </ul>	<ul style="list-style-type: none"> <li>It will drive whole-of-business buy-in to and execution of a climate change strategy that is focused, effective and value creating</li> </ul>	<ul style="list-style-type: none"> <li>Executive team members (x5)</li> <li>Key operational line and plant managers (x4)</li> <li>Consulting environmental engineers (x2)</li> <li>Investor relations director (x1)</li> </ul>

Key questions	Problem-solving tool	Resources	Time allocation
The most useful questions to answer in delivering your desired workshop outcomes	The tool or method that helps you to examine and answer the question most effectively	The templates, facilities and resources required to apply the tools in the workshop	The estimated time required to complete the task
How is the climate changing for suppliers, operations and customers along our value chain?	n/a	Briefing paper and presentation by consultant (environmental engineers)	1.5 hours
What are the direct and flow-on effects of climate change on our business value chain and when will they occur?	System Map (of operations and value chain participants)	System map wall chart Post-it notes (different colours) Marker pens	1.5 hours
What climate risks and opportunities must be address as a priority to protect or create business value?	Risk matrix (consequence x likelihood) ... connecting upside and downside risks back onto the System Map	Risk documentation and rating matrix wall chart Post-it notes Marker pens	2 hours
What interventions need to be examined and deployed to address risks and opportunities?	Program Logic Map	Program Logic wall charts (1 per group x 4 groups)	1 hour
In what sequence should the interventions be delivered and by whom?	Gantt chart (stylised / simple format)	Large flipchart sheets (post-it note style) A5 post-it notes for key interventions Marker pens	1 hour
How will we monitor progress and ensure business value is created?	DREAM Model	DREAM Model canvas as wall chart (1 per group x 4 groups) Marker pens	1.5 hours