

PGS Software

Remote Workshop

1—3

Checklist for moderators

- Prepare templates** for all exercises (VPS, Personas, Customer Journey, BMC, stakeholder map).
- Make sure that **all participants have access to the tools** you plan to use. Set the right permissions.
- Get all necessary links ready **ahead of time**. If it is possible, check before the workshop whether participants have access to tools (test connections).
- Make sure the **network security** does not block the tools you want to use.
- If it is possible, **record the workshop**. Make sure, however, that participants know about it and have nothing against it.
- Prepare a **warm-up exercise** to allow participants to get to know the tool (e.g. an exercise in Miro: looking for cards with names, jigsaw puzzle, creating frames and one's own workspace).
- If it is possible, **add the agenda** to the tool.
- Set the **deal terms**.



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