

INNOVATION



WORKSHOPS

THE OFFICIAL

VOLTAGE CONTROL SPRINT PLANNER

BY DOUGLAS FERGUSON

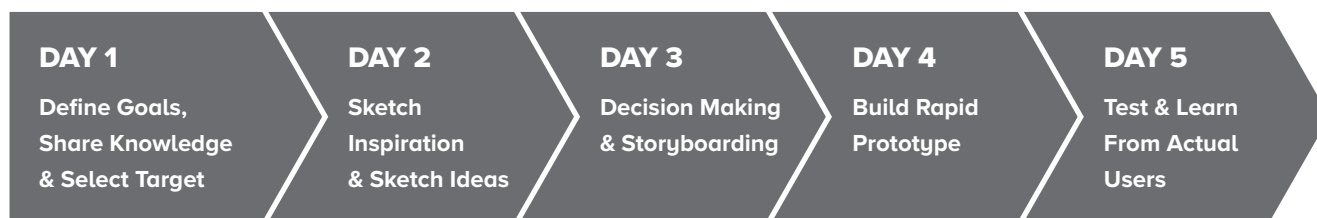
I design and lead Design Sprints for all kinds of organizations. So, I know it can be daunting when you're planning your first Sprint. With this in mind, I'm sharing the tips, tools, and supplies I use when I'm facilitating a Sprint. Read on and you'll be prepared and ready!

Design thinking research can lead to a 75% reduction in design & delivery time, often reducing an 8 month project to 3 or 4 months. —IBM

WHAT IS A DESIGN SPRINT?

Originally developed at Google Ventures, a Design Sprint is a 5-day process where stakeholders align around a particular problem and rapidly prototype and test a potential solution.

WHAT'S THE TYPICAL AGENDA?



WHEN DO I RUN A DESIGN SPRINT?

- When You're Prioritizing Potential Business Opportunities
- If You're Exploring Product-Solution Fit
- If You Want to Test Divergent Solutions

NEED HELP CONVINCING LEADERSHIP TO INVEST THE TIME? HERE ARE 5 REASONS WHY DESIGN SPRINTS ARE A GOOD INVESTMENT

- 1 Accomplish a Month's Worth of Work in a Week
- 2 Get User Feedback Before It's Too Late
- 3 Improve Visibility & Alignment for Your Team
- 4 Gain Speed & Momentum for Your Project
- 5 Foster a Culture of Innovation

THE RIGHT PEOPLE

Limit the number of attendees in the Design Sprint to seven people to allow for full participation. Be sure that your participants bring a range of attitudes and expertise.








THE RIGHT SPACE

Where you hold your Sprint is critical. Is there space to hang ideas on the walls and plenty of whiteboards? Is there room for everyone and areas to break into small groups? Is the space pleasant to work in and free from distractions?

Pro Tip: Check out websites [Peerspace](#) and [Breather](#) to find great creative spaces to hold your Sprint!

THE RIGHT SUPPLIES

The tools are more important than you might imagine. You'll need some specific supplies to make your Sprint go smoothly.

WHAT	WHY
 Time Timers	Keep the team on track. It's much better than your iPhone!
 Whiteboards or Post-it Easel Pads	For capturing your ideas, user insights and opportunity areas
 Whiteboard Markers & Felt Tip Pens (Make sure you have enough for everyone)	Your ideas will be easier for the whole group to see if they are not written in fine tip pen or (worse) pencil!
 3x5 inch Yellow Sticky Notes (at least 2-3 pads per person)	Perfect size for capturing ideas and simple to move around and regroup as needed
 Plain Copy Paper (a nice big stack!)	You'll use good ol' white paper to sketch out your storyboards
 Dot Stickers: 1/4" and 3/4"	They'll be used to vote on ideas and in the heat mapping exercise
 The Sprint Book	Because any Sprint planner should read it (And, ideally, participants too!)

To prepare for your Sprint, answer the following questions. Share your answers with your team so they know what to expect. Have a kick off meeting the week prior so that you can answer any questions and set expectations. Use this on every Sprint!

GENERAL

- ☐ Why are you doing this Sprint? *(i.e. Boost conversion? Reach new customers? Solve a customer problem?)*
- ☐ What existing research or data will fuel the Sprint?
- ☐ How will you measure success?
- ☐ When do you plan to implement the results of this Sprint?

PEOPLE

- ☐ Who is your Decider? *(This is the true decision-maker—the “CEO” of this project or even the actual CEO.)*
- ☐ Who is your Facilitator?
- ☐ Who is on your Sprint Team? *(7 people or less! Cover most key roles and aspects of business.)*
- ☐ Can your Sprint Team clear their schedules for the Sprint? *(They need to!)*
- ☐ Who will lead user interviews? *(They can be part of the core team or an extra helper.)*
- ☐ Who are your Experts? *(You’ll interview 2-4 experts, from the core team or outside, on Monday.)*

SPACE & LOGISTICS

- ☐ Where will you host your Sprint?
- ☐ Where will you conduct the user interviews?
- ☐ Who is going to order supplies, snacks and lunch?

BONUS POINTS

- ☐ Are you conducting a daily readout to additional team members?
- ☐ If so who is invited?
- ☐ When is your kick off?
- ☐ When is your retrospective? *(Ideally, it’s the week following.)*

Feeling Overwhelmed or Want Help? Consider Hiring a Sprint Facilitator

Get a fresh, unbiased, and objective perspective. You'll have more time to focus on being an expert and participant instead of keeping the team on track. We can help you craft the right agenda, participants, and even workshop materials while bringing relevant experience and skills that can be applied to your challenge.



LET'S TALK

Get in touch for a complimentary consultation

(512) 766-9125 | info@voltagecontrol.co

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