

KickSTART

Check List

Sponsorship:

- Key sponsor identified
- Sponsor briefed
- Sponsor has agreed to attend

Attendees:

- Attendees listed
- Attendees invited and briefed

Logistics:

- Large room booked
- Flip charts and pens
- A projector for a PowerPoint presentation (handouts can be used instead)
- One stop watches
- One balloons for every 15 people, plus a handful of spares
- Tea and biscuits

Facilitation:

- Familiar with material
- Practice session held
- Facilitation help found if appropriate

Business Process Diagram:

- Business process diagram agreed
- Large copy printed (A0 size)
- Diagram added to presentation (slide 8)