

# Cheat sheet for facilitator

## Before the workshop

- Create a list of participants and organize them in teams
- Print out personas
- Define the scope of mapping
- Prepare research data in advance
- Book a room
- Get all the supplies
- Print out journey template
- Transparent tape
- Sticky notes
- Black sharpies
- Food/drinks
- Set the room up
- Arrange tables and chairs
- Prepare mapping surfaces
- Place pre-printed materials + supplies

## During the workshop

- Make sure everyone introduces themselves
- Set up the ground rules and tell about agenda/timing
- Give a brief overview of the persona
- Give a brief overview of the scope of mapping
- Map the first stage all together
- Announce team mapping
- Check on the progress of teams and help people being stuck. Everyone should be participating
- Share across the groups
- Tell about further steps

## After the workshop

- Digitalize the map in UXPressia
- Share with the team
- Agree upon the action plan.