



Agenda 1

Initiate

Purpose

Start the initiative to design a new organizational structure, define goals and constraints, as well as principles to guide the design work.

Pre-work

Lead stakeholder discussions and invite to the workshop. Familiarize yourself with the framework. Prepare how to set up the discussion, how to present the framework and how to guide the group through individual elements. For individual agenda items, customized documents may be prepared. For example, strategy documents may be reviewed to extract strategic imperatives as a basis for organizational implications.

Time	Topic	Objective	Approach/Tools
0'00 – 0'15	Goals of the meeting	Align on goals and approach	Presentation and discussion of starting point and goals
0'15 – 0'45	Introduction of framework	All participants understand the organizational structure framework	Presentation and discussion of organizational structure framework ⬇ Kit Board
0'45 – 1'30	Principles	Define a focused set of principles to guide your work on organizational structure	⬇ Tool 1 <i>Developing principles</i>
1'30 – 2'15	Strategic imperatives	Define implications of your strategy for your organizational structure	⬇ Tool 2 <i>Defining implications of "structure follows strategy"</i>
2'15 – 3'00	Constraints	Formulate potential constraints to your organizational design work	⬇ Tool 3 <i>Defining scope and boundaries</i>
3'00 – 3'15	Defining a work plan	Define the work process	Define next steps and tasks Schedule meetings for design workshop(s)