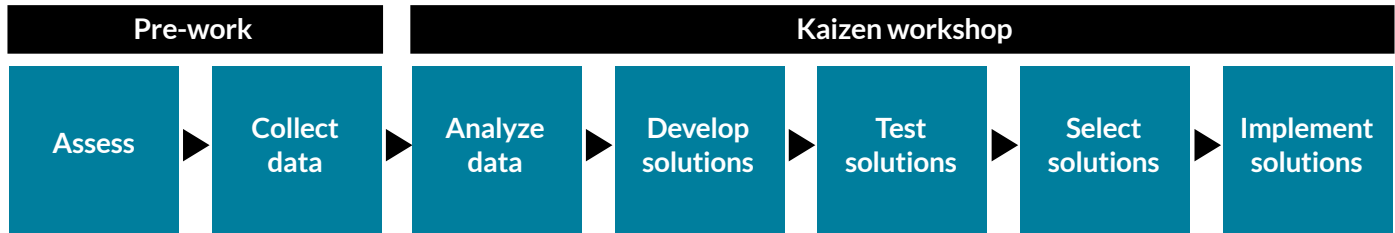


The Workshop process



Sponsorship keys

1. Show active and visible support, both privately and publicly
2. Ensure that the change remains a priority
3. Provide compelling justification for why the change is happening
4. Communicate a clear understanding of the goals and objectives of the change
5. Provide sufficient resources for the team and project to be successful

Provide the team with:

1. Clear goals and objectives
2. Support in the form of time and attention:
 - for the project manager, team leader, and facilitator
 - for the team at the kick-off and report out meetings
3. Authority to implement the project
4. Time and resources to complete the project
5. Protection from outside pressures
6. Accountability for project success or failure
7. Help removing obstacles or dealing with political issues

Lean sponsor standard questions

1. "What are the targets?"
2. "What is the planned timeline?"
3. "What is the actual progress against the timeline?"
4. "What are the key risks and obstacles, and what are the planned countermeasures?"
5. "What do the stakeholders think and feel? How do you know? How do you plan to address issues?"
6. "What have you learned?"
7. "How can I help?"