

# Design System Governance Planning

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## Facilitation Script

## Design System Governance Planning

Category: Design Systems | Duration: 4 hours | Participants: 6-12

### Workshop Overview

This accelerated workshop combines design thinking, rapid prototyping, and user validation in a time-boxed format. Teams will generate, test, and refine solutions using proven methodologies that maximize learning while minimizing risk.

### Workshop Objectives

Provide participants with practical skills and frameworks to enhance their professional capabilities and drive meaningful outcomes in their design practice through collaborative learning and hands-on application.

### Learning Outcomes

- Documented design patterns and components - Clear governance and contribution guidelines - Improved design-development collaboration - Master structured design processes for efficient problem-solving - Practice collaborative ideation and concept development techniques - Learn to validate assumptions through rapid user testing and feedback - Develop cross-functional collaboration and communication skills - Create testable prototypes that communicate design concepts effectively

### Materials Required

### Basic Materials - Large format paper (A1 or flip chart paper) - Sticky notes (multiple colors) - Sharpie markers (black, blue, red) - Fine-tip markers for detailed work - Pens and pencils for note-taking - Dot stickers for voting exercises - Masking tape for wall mounting - Timer or stopwatch for activities ### Category-Specific Materials - Workshop-specific templates and worksheets - Relevant industry examples and case studies ### Technology Requirements - Laptops/tablets for digital work - WiFi access for online collaboration tools - Digital camera for documentation - Presentation projector/screen - Power strips and extension cords - Backup printed materials ### Venue Requirements - Large wall space for posting materials - Moveable tables for group work - Comfortable seating for all participants - Natural lighting or adequate artificial lighting - Quiet environment free from interruptions - Temperature control for participant comfort

### Pre-Workshop Checklist

- Room setup complete with tables arranged for group work
- All materials prepared and distributed
- Technology tested (projector, slides, timer)
- Participant list and name tags ready
- Refreshments arranged (if applicable)
- Backup activities prepared in case of time adjustments
- Emergency contacts and room information noted

### Workshop Agenda

| Time     | Duration | Activity | Facilitator Notes  |
|----------|----------|----------|--|
| 9:00 AM  | 15 min   | Activity | Encourage networking. Have refreshments ready.   |
| 9:15 AM  | 15 min   | Activity | Encourage networking. Have refreshments ready.   |
| 9:30 AM  | 30 min   | Activity | A stakeholder map is a visual representation of all the people who have an interest in or influence ...    |
| 10:00 AM | 45 min   | Activity | The <b>Design System Governance Framework Development</b> is a structured Design Systems exercise desig... |
| 10:45 AM | 15 min   | Activity | Clarify who does what on your team to eliminate confusion, reduce duplication, and ensure nothing fa...    |
| 11:00 AM | 15 min   | Activity | Encourage networking. Have refreshments ready.   |
| 11:15 AM | 30 min   | Activity | The <b>Design-to-Development Workflow Mapping</b> is a structured Design Systems exercise designed to f... |
| 11:45 AM | 30 min   | Activity | The <b>Design System Validation Protocol</b> is a structured Design Systems exercise designed to facili... |
| 12:15 PM | 30 min   | Activity | A Playback is a session where participants present their work, key insights, and takeaways from an a...    |
| 12:45 PM | 15 min   | Activity | Encourage networking. Have refreshments ready.   |

## Facilitation Script

### Opening (5-10 minutes)

SAY:

"Welcome everyone to the **Design System Governance Planning**. I'm excited to have you here today. Over the next 4 hours, we'll be working together to [main objective]."

"Before we begin, let's go around and do quick introductions - your name, role, and one thing you're hoping to take away from today."

**Facilitator Tip:** Arrive 15-30 minutes early to set up the space and greet early arrivers. This builds rapport and helps participants feel comfortable.

### Setting Expectations

SAY:

"Let me share a few ground rules for our time together:

- Every idea is valid - there are no bad ideas in brainstorming
- Build on each other's ideas - use 'Yes, and...' thinking
- Stay present - phones away unless for an emergency
- Timebox discussions - I'll keep us on track
- Have fun - the best ideas come when we're relaxed and engaged

Any questions before we dive in?"

### Core Activities

#### RACI Matrix Development

120 minutes

**\*\*Atlassian - Team Charter\*\*** (ID: 261, 90 min)

#### FACILITATION APPROACH:

1. Introduce the activity and explain the purpose
2. Demonstrate or give an example if needed
3. Set the timer and let participants work
4. Give time warnings (halfway, 2 minutes left)
5. Facilitate sharing and discussion

### Closing & Next Steps (10-15 minutes)

SAY:

"As we wrap up, let's take a moment to reflect on what we've accomplished today."

"I'd like each person to share one key insight or takeaway from our session."

**Facilitator Tip:** Capture action items on a flip chart or shared document. Assign owners and due dates for each action item before ending.

## Post-Workshop Actions

- Send thank you email with workshop summary within 24 hours
- Share photos of artifacts (sticky notes, sketches, etc.)
- Distribute any promised resources or templates
- Schedule follow-up if needed
- Collect feedback via survey
- Document learnings for future workshops

## Troubleshooting Guide

### If Participants Are Quiet

- Use round-robin techniques to ensure everyone speaks
- Try silent writing exercises before group discussion
- Break into smaller groups of 2-3 people
- Ask specific individuals for their perspective

### If Discussion Goes Off-Track

- Acknowledge the point and park it in a "Parking Lot"
- Redirect: "That's interesting - let's capture that and return to our focus area"
- Reference the agenda and time remaining

### If Running Behind Schedule

- Shorten break times (but don't eliminate them)
- Combine related activities
- Move detailed discussions to follow-up sessions
- Be transparent with participants about time constraints

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This script is a guide - adapt it to your audience and context