IDOARRT

Intention

What is the intention, or purpose, of the project? In other words, why have it?

Desired Outcome(s)

What specific outcomes should be achieved by the end of the project?

Agenda

What activities will the group go through, in what order, to move toward the desired outcome?

Roles

What roles or responsibilities need to be in place for the project to run smoothly? Who is facilitating, and who is participating? Who is documenting, and who is keeping track of the time? What do you expect of the participants?

Rules

What guidelines will be in place during the project? These could relate to agreed group norms. They could also relate to use of laptops/mobiles, or practical rules related to a space. Let the participants add rules to ensure that they have ownership of them.

Time

What is the expected time for the project?