Prototyping For Everyone

Facilitation Script

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Prototyping For Everyone

Category: Innovation | **Duration:** 4 hours | **Participants:** 6-12

Workshop Overview

Create quick prototypes without coding. Perfect for testing ideas before you build them.

Workshop Objectives

Make your first clickable prototype and learn when to use different prototyping methods.

Learning Outcomes

- Testable prototypes ready for user feedback - Validated assumptions through rapid iteration - Clear next steps for development - Apply rapid design and validation methodologies to complex challenges - Generate and test multiple solution concepts in compressed timeframes - Learn user-centered design thinking and problem-solving approaches - Develop skills in rapid prototyping and user validation techniques - Create actionable roadmaps for solution development and implementation

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Materials Required

Laptop, paper, markers. We provide access to prototyping tools.

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**	Guide participants through activity. Monitor group dynamics.

10:00 AM	30 min	**Activity**	Generate lots of ideas quickly through sketching. No artistic skills needed....
10:30 AM	30 min	**Activity**	Quick low-fidelity concept testing using paper and scissors. Create moveable interface elements to s...
11:00 AM	15 min	**Activity**	Encourage networking. Have refreshments ready.
11:15 AM	30 min	**Activity**	Visualize user scenarios sequentially through comic-strip style narrative. Create 6-8 panel stories ...
11:45 AM	30 min	**Activity**	Test concepts before building by having human secretly control system responses. User interacts with...
12:15 PM	30 min	**Activity**	Structured rapid discussion of each solution sketch in just 3 minutes per sketch. Team examines idea...
12:45 PM	15 min	**Activity**	Encourage networking. Have refreshments ready.

Facilitation Script

Opening (5-10 minutes)

SAY:

"Welcome everyone to the **Prototyping For Everyone**. 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

Rough & Ready Prototyping

120 minutes

Hands-on building with various materials

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

Crazy 8s
15 minutes

Rapid concept exploration before prototyping

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

Prototype Testing
75 minutes

Formal user testing with prototypes

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

IDEO - Get Feedback
90 minutes

Structured prototype feedback sessions

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