



Healthcare Sprint School

Sprint Prep Checklist

PROBLEM SCOPE

- ☐ Identify key stakeholders affected by the problem
- ☐ Narrow the problem (Complete *Reframe Worksheet* with team)
- ☐ Identify your patient/target population

THE DECIDER

- ☐ Decider(s) selected
- ☐ Decider prepped on sprint method and role
- ☐ Decider scheduled to join certain parts of the sprint to vote and give direction

PARTICIPANTS

- ☐ Recruit participants (A sprint ideally has 7-15 people.)
- ☐ Prep participants before sprint
- ☐ Schedule and prep the experts (for *Lightning Talks*)
- ☐ Invite and schedule end-users to be available for testing on sprint Day 2

SPACE & SCHEDULING

- ☐ Book the room (Room should be double the size of attendees)
- ☐ Housekeeping (coffee/lunch/snacks/signage/audio-visual/parking/resources)
- ☐ Meeting invites to all participants and end-users

POST-SPRINT

- ☐ Schedule a follow-up meeting with Sprint team (1 week after sprint)
- ☐ Create a work plan, assign tasks and huddle at least once every 2 weeks.
- ☐ Continue to expand testing and iterate