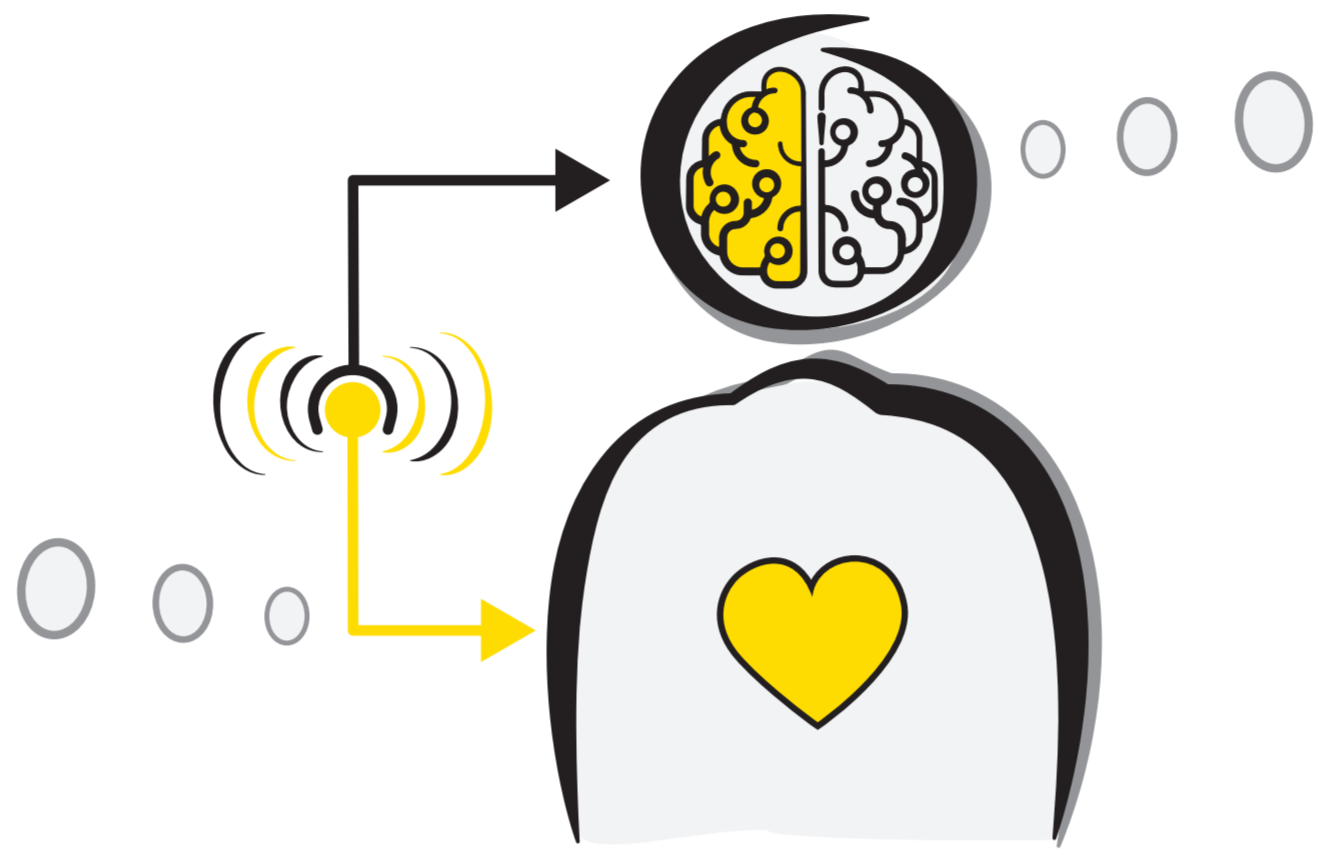


# CHECKLIST BIGROOMMEETING

Checkpoints for the perfect event management.

**Emotional Agenda:**  
"Great event."  
"I'm looking forward to the next time."



**Rational Agenda:**  
Create a target image.  
Connections & dependencies.  
Commitment.

- Check stakeholder availability.**
  - Naming the stakeholders.
  - Invitation to stakeholders.
  - Query stakeholder expectations.
  - Agreement of stakeholders.
- Stage strategy.**
  - Consolidate vision.
  - Stage motto definition.
  - Stage goals definition (eg. OKRs).
- Space/Infrastructure.**
  - Conference room reservation.
  - Breakout rooms reservation (5-8 people).
  - Audio tech.
  - Video tech.
  - Prep. warm-up.
  - Prep. motivation video.
  - Catering.
- Awareness for preparation.**
  - Super Retro invitation.
  - Prep. Super Retro.
- Invite keynote speakers.**
  - Invitation of keynote speakers.
  - Preparation for speaker roles.

**- 4 Weeks**

- Super Retro for last stage.**
  - Learnings.
  - Improvements.
- Stage planning (POT design).**
  - Backlog filling.
  - Critical Milestones.
  - Critical dependencies.
  - Desired stage goal.
- Availability of the participants.**
  - External keynote speakers.
  - Internal keynote speakers.
  - Invitation E-Mail.
  - Travel planning.

**- 2 Weeks**

- Backlog epic.**
  - ToDo's from the last stage.
  - Carry over open issues.
  - Set DoD.
  - Prioritization.
- Breakdown per Team.**
  - Objectives.
  - Features.
- Experts check.**
  - Tech.
  - Market.
  - Costs.
- Sprint 1 next stage (POT design).**
  - Backlog.
  - Sprint goals.
  - DoD's.

**- 1 Week**

- Event tech & tools.**
  - Audio tech.
  - Video tech.
  - Remote participants.
- Last check infrastructure.**
  - Plenums- / Breakout-rooms.
  - Boards, wallpaper, pens, stickies.
  - WLAN.
  - Catering.
- Last check content.**
  - Keynote.
  - Impulse speaker.
  - Stage planning design.
  - Briefing breakouts.
- Last check agenda.**
  - Scheduling.
  - Content planning.
  - Dramaturgy.

**- 1 Day**

- BIGROOM MEETING**
- Demo of the last stage.**
    - Update time to market.
    - Update epics.
    - Update features.
  - Plenum & breakouts in alternation.**
    - Stage board as wallpaper.
    - Speed dating.
    - Determination of the timekeeper.
  - Dependencies & risks.**
    - Functions.
    - Interdisciplinary.
  - Commitment stage planning.**
    - Responsibilities.
    - Resources.
    - Thumbs up ritual.

**Day**

- Summary for all involved.**
  - Analog / digital visualization.
  - Understandability.
  - Management summary.
  - Team alignment.
  - Deviation from stakeholder expectations?
- Sprint goals.**
  - Carry over stage planning.
  - Story planning.
- Lessons learned.**
  - Scheduling.
  - Content planning.
  - Dramaturgy.

**Day + 1**