



# Scoping Canvas

Understand the potential of an innovation, initiative or venture by identifying the right people tools and technologies needed for a project.



Takes 2-3 hrs to complete



For individuals or teams



Can be worked on at the same time or separately



Can be done remotely or in-person

## **Welcome to the InGAME Collaborative R&D Scoping Canvas.**

**It's purpose is to help you gain an accurate understanding of your potential innovation, initiative or venture. It will also inform initial scoping of a project proposal and help identify the right people, tools and technologies needed to ensure maximum value is delivered to all collaborative partners.**

Please read the instructions fully and familiarise yourself with both Miro and Canvas before beginning the exercise. If you're new to Miro you might want to read the beginners guide:

<https://help.miro.com/hc/en-us/categories/360001415214-Getting-Started>

Take your time to capture your answers concisely with clarity. Ensure you and your team are aligned on your answers. Please also pay special attention to the final section of these instructions if you are completing the canvas as an individual rather than as a team.

## **Workspace elements**

### **2. 4x Workspaces with Colour Coded Stickies**

Note: You can add more Workspaces if required.  
Simply print out more of the relevant sheet as needed.

## **Getting started**

### **How do you want to use the canvas?**

It can be used by individuals, teams working together at the same time or separately. Choose whatever method works best for you & your team and follow the specific instructions detailed next.



# Individually

Please follow the **teams** working at the **same time** instructions. You don't need to use a Workspace unless you want to. **Skip Step 5** and progress to **Step 6** then extend the **Canvas Review** described in **Step 7**. When conducting the review – ask yourself difficult questions and ensure you're being 100% honest with yourself. Spend no longer than 20 minutes on Step 7. Once complete, move on to step 8.

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## A team working at the same time

1. Share this document with all participants. If working remotely, arrange a video call to run the session.
2. Each participant chooses a **Workspace** adding their name to it. If more are needed, simply print the relevant sheet as required.
3. Beginning with **Box 1 - Purpose**, each participant answers the question posed in the box individually, without conferring.
  - a. Answer questions by writing up stickies in your chosen Workspace. Keep your answers concise – a couple of words, a phrase, a sentence.
  - b. Use the relevant colour sticky that matches the box outline– i.e. blue for Box 1.
  - c. Write as many stickies as you think necessary. To create a new sticky right-click and select *Duplicate*.
  - d. Spend no longer than 5 minutes on the Box.
4. After 5 minutes, each person moves their stickies into **Box 1** on the central **Canvas**. Do this in turn and do not discuss yet.



5. Once all stickies are posted in Box 1, the group should hold a short discussion about the answers to probe responses and ensure team alignment.
  - a. Feel free to rewrite a sticky if, as a team, you feel you can capture the answer better.
  - b. Do not remove duplicate answers as these can denote alignment or importance.
  - c. Spend no longer than 10 minutes discussing the Box. As soon as you are all happy with the answers, move on.
6. Repeat the above steps for each Box on the Canvas in turn, following the numerical order up to Box 16.
7. Once Boxes 1 – 16 are complete. Hold a final review of the completed canvas to check team alignment. Ensure it accurately captures the essence of your innovation or venture. Spend no longer than 10 minutes on the review.



# A team working separately

If it's not possible for your team to work together at the same time you can complete the canvas individually and then arrange a call to complete Step 6. reviewing everyone's answers.

1. Agree a deadline for all required participants to complete the questions on the **Scoping Canvas**.
2. Share this document with all participants.
3. Each participant chooses a **Workspace** adding their name to it. If more are needed, simply print more of the relevant sheet as required.
4. Beginning with **Box 1 – Purpose**, each participant answers the question(s) posed in the box :
  - a. Answer questions by writing up stickies in your chosen Workspace. Keep your answers clear and concise – a couple of words, a phrase, a sentence.
  - b. Use the relevant colour sticky that matches the box – i.e. yellow for Box 1.
  - c. Write as many stickies as you think necessary.
  - d. Spend no longer than 5 minutes per Box.
5. Avoid the temptation to peek at anyone else's completed workspace while doing yours. We know it's hard but you'll get more out of the exercise this way!
6. Once the deadline is passed, we recommend scheduling a call with all participants to discuss their answers.
7. During the call, begin by getting each person to post-up their stickies for **Box 1** on the central **Canvas**. Do this in turn and do not discuss yet.



8. Once everyone's stickies are posted in Box 1, the group should hold a short discussion about the answers to probe responses and ensure team alignment.
  - a. Feel free to rewrite a sticky if, as a team, you feel you can capture the answer better.
  - b. Do not remove duplicate answers as these can denote alignment or importance.
  - c. Spend no longer than 10 minutes discussing the Box. As soon as you are agreed on the answers, move on.
  
9. Repeat the above steps for each Box on the Canvas in turn, following the numerical order up to Box 16.
  
10. Once Boxes 1 – 16 are complete. Hold a quick final review of the completed canvas to check team alignment. Ensure it accurately captures the essence of your innovation or venture. Spend no longer than 10 minutes on the review.

