

BLANK DECK

Creating scaffolding for a deliverable or meeting



PURPOSE



The Blank Deck can be used to:

1. Guide teams through an agenda, discussion or workshop.
2. Envision the end-state of a presentation or deliverable.
3. Create a container for teams to co-create, capture, and document content.

METHOD



1. Select a presentation application that is well-known to your team (e.g. PowerPoint, Keynote, Google Slides).
2. Develop an Outline or Table of Contents on Slide 1.
3. Create a new slide for each element of your outline.
4. On each slide, add a title, description of the activity or desired content, and a sketch of an accompanying image or desired data visualization.
5. Guide teams through the agenda page-by-page, co-creating content and documenting it as you go. Whether used in a one-hour meeting or over the course of a longer project, the Blank Deck becomes the container that guides the process and captures the output over time, building the final deliverable as you go.

