

Process Mapping Setup & Supplies

Room setup

Flexible conference or classroom style

Copies of Scope Sheet and Objectives/Results Summary for all participants (duplex is fine)

Nametags for participants

Access to bathroom

Lunch and water for facilitator(s)

Agenda hung on both sides of all doors to the room

Supplies

- Fresh dry erase pens, preferably black or dark blue
- Flip chart, preferably 3M tear-off “sticky” type
- Packs of at least six different colors of 3”X3” stickies (not “pop-up” style)
- White butcher paper, 48” wide roll with a cutter recommended
- One pack of green and three packs of red dot stickers, ½” – ¾” diameter
- A box of black or dark-colored Sharpie fine point markers
- Two rolls of fresh masking or painters tape, 1” wide or larger
- Four rolls of Scotch tape with dispensers
- Wall space without doors for hanging process maps
- Two pair of scissors
- Box of sharpened pencils