

The Doodle Biz

Project Process

Project Prep

I prepare for a project by learning about the organization and the project (scope, timeline, deliverables) via emails, phone calls, and/or in-person meetings. I review all materials you provide. I may research meeting strategies and other methodologies to fit your needs. I use colors, symbols and logos to represent the organization, ideas, patterns and action steps.

Visual Facilitation & Graphic Recording

Both a facilitation and recording done in real-time, during an event or meeting. I may use a structure or template, such as gap analysis, strategic planning, brain storming, action planning or visioning. I work on poster-bond paper, 4' x 8', on a smooth wall on-site or on my portable wall.

Studio Work

Studio work includes Process Maps, Summary Charts, History Maps (Time Lines) and Synthesis Charts. These are produced over time, with a feedback loop with you, to ensure the results fit your needs.

Pre-Production

- Finalize proposal and contract including the schedule and deliverables
- Research organization, event, key-note speakers, topics, general themes, specific images, facilitation methods
- Prepare sketches, as needed
- Set up client folder in Dropbox for sharing information
- Studio activities
- Create sketches for review
- Adjust as needed for final approval

The Event / Meeting

- Set up work space. If travel is required, I will arrive at least one day early.
- Facilitate or graphically record sessions.
- Present the graphic recording(s) for participant reflection and integration. (Recommended)

Post-production

- Photograph charts (images will be prepared for digital display or print)
- Add photos to client Dropbox folder
- Submit invoice for services and expenses

