

Interview Plan Template

Date & Time:

Location:

Objective:

Attendees:

Scribe:

Structure:

Options...

Brainstorming, Round Robin, Post-its Exercise

Columns & Clusters, Talking Wall, Greenfield

Transporter, Assumption Reversal

Agenda

Induction (10%):

Personal Inductions (Icebreaker??), Build rapport, sell the proposal

Main Activities (80%):

Tips:

Focus on objectives

Keep on track

Ensure Participation

Keep a record

Summarise key points

Issue notes

Invite feedback

Thanks & Closure (10%):

Summarise main points

Thank the interviewee

Tell them what happens next

Keep the door open for further interactions