

Finalise your project

1. Roles in the team

- Who is presenting today?
- Who implements after the workshop?
- Will you be able to reuse it?
- Who is the designer ?
- Who is the online communication manager?

2. Target audience

- Who are you presenting to today?
- Who is your product targeting?
- Is your messages appropriate for them?

3. Visual / written material

- Is it appealing to your audience?
- What needs to be finalised ?
- Will it be printed? Will it be shared with the audience in a digital form?

4. Platform

- Where will you present it?
- Is there a specific event or is it a continuous occasion?
- When will you present it?
- Can it be reused / translated for other events?