

One page with the sponsor, before the session: what is off limits, who decides what, what the session is for and what it explicitly is not. **Whatever is not in field 1 is open to shaping** — and the group is told so at the start.

Session:

Sponsor (role, no name needed):

Filled in on:

With whom:

#	Field	Entry
1	Off limits Constraints that are not up for debate in the room: laws, standards, contracts, budgets, dates. One constraint per line and the source it comes from. Whatever is not here is open to shaping, and the group is told so at the start.	
2	Who decides what One line per topic with a delegation level. Recommended split for a team workshop: content at 7, ground rules at 4, the off-limits items at 1. Topics the sponsor answers with "we'll see about that" get level 3 and a note.	Delegation levels (Management 3.0): 1 Tell · 2 Sell · 3 Consult · 4 Agree · 5 Advise · 6 Inquire · 7 Delegate
3	Picture of success How will sponsor and team recognise at the end that the session was worth it? One sentence that can be checked. "We made progress" is not one.	
4	Expected volume How much of the material on hand (requirements, topics, cards) will realistically be finished in the time available? As a number or a share, with the sentence "the rest is produced afterwards using the method from the workshop".	
5	Explicitly not What the session does not deliver, even if somebody asks for it: staffing questions, budget decisions, other teams' topics. One per line, with the place it belongs instead.	
6	Who is missing from the room Roles whose decision is needed and who are not attending. Per line: role, what they are needed for, how reachable during the session (phone, parking lot, not at all).	
7	Decision rule Proposal: consent (no serious objection).	Confirmed by the sponsor: ☐ yes ☐ no ☐ with an exception for:
8	Documentation role and photos Who photographs, and where the photos are allowed to be stored.	
9	Rhythm afterwards At what rhythm does the team carry on working on the structure after the session, and is that agreed with the sponsor? Without this line the workshop ends with a photograph.	

An empty line in field 1 or 2 turns into a matter-of-principle debate at the start. Then it costs the time no slack covers.