**Introduction to PPRs**

**1 day Overview workshop**

**Presentation**

**Page text**

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| **Introduction to PPRs****1 day overview workshop presentation**  This section contains the link to your Participative Process Review PresentationPPR Presentation front slide.png[**Link to PPR 1 day Workshop Powerpoint Presentation**](https://drive.google.com/open?id=0B67bd9goAPK8Mjg0eFBjanhJZTA)[**(Condensed version for Review Study Leaders PPR mapping)**](https://drive.google.com/open?id=0B67bd9goAPK8R2Zjc3V1eGtmQ1k)Note: This workshop adopts a simple approach to process mapping whilst acknowledging that a whole plethora of advice is available to satisfy people who would like to progress to greater complexity.**Key features** * slides are template free to enable adoption to own organisation template
* animations function (is enabled) for gradual reveal of slide information
* incorporating notes pages with synopsis information and facilitator observations (please note these are not intended to be full tutor notes)
* workshop timings and refreshment breaks are deliberately omitted reflecting the agile approach to workshop delivery. Facilitator will need to use their intuition with regard to workshop content flow
* a condensed version is available for Process Study Review Leaders to subsequently conduct a process mapping review workshop

**Pre workshop** Good practice to send pre workshop information out to delegates 2 weeks in advance * prep workshop information is contained in delegate handouts section
* your Process Review Draft Terms of Reference
* link to the SUMS Participative Process Change good practice guide (pdf)

**Workshop set up requirements** * **Room requirements:**  A large room equipped with a PC, projector, sound, internet connection, flipchart stand and paper, optional whiteboard
* **Room layout:** Key requirement is formation of one long table minimum 1 meter in width to enable rollout of plotting paper. Ideally space to move around table for discussions

**For the workshop*** Presentation
* Workshop handouts including a copy of the draft terms of reference
* Flip chart paper and pens

**For process mapping activities*** Roll of paper: we recommend 36” (914 mm) CAD plotting paper rolls average price £22 per roll: alternatively double strength lining paper is usually smaller at 540mm and cheaper
* 1 meter long ruler (or long straightedge) to draw up swim lanes
* Post it notes (various colours) 76mm by 127 mm and 76mm by 76mm
* Scissors
* Blue tack

We also suggest that the Process Study Review leader bring a camera device with them to record images of output materials in case originals become unstuck post workshop transit  |

**Design and Prep Notes**