MIND MAP PRE-FLIGHT CHECKLIST

Overall map

What is the overall purpose of the mind map? (e.g., information gathering, writing, decision-making, etc.)

_____

Who is the intended audience for this map? (e.g., your team members, senior management, customers, other stakeholders, yourself)

_____

What assumptions can you make about how much they know about your map's topic?

_____

How much of your map's content should be shared with them? Is there background or proprietary information they don't need to see or shouldn't see?

_____

What format(s) will the information in this mind map be shared in?

☐ Mind map   ☐ Word ☐ PowerPoint   ☐ Project   ☐ PDF of map   ☐ Image (GIF, JPG, etc.)
☐ Other   _____

Map content

☐ Is the topic covered adequately?
  ☐ What information is missing?
  ☐ What is potentially unclear?
  ☐ What is incomplete?
  ☐ What is superfluous and could be removed?

☐ Is there a natural progression from the top level topic to each of the second level topics?

☐ Is there a good flow of topics in a clockwise direction from the 12 o'clock position (if a radial map) or from left to right (if a top-down map)?

☐ Is there a natural flow from one sibling topic at the second level to the next?

Map design

☐ Is the name of each top-level topic easy to understand and interpret?

☐ Are the icons and images used appropriate to their topics? What meaning do they convey?

☐ Does the mind map include a legend to help others decipher what each icon means?

☐ If the map contains floating topics, are they used appropriately (for supporting information)?

☐ Does the mind map need to be branded with your organization's name or logo?

☐ Does it contain author and contact information, if needed?

☐ If the map has a background image or text, does it conflict with the content of the mind map? Will it do so if printed in black and white? Test it.

☐ Are boundaries used sparingly, one or two at maximum for the entire map?