

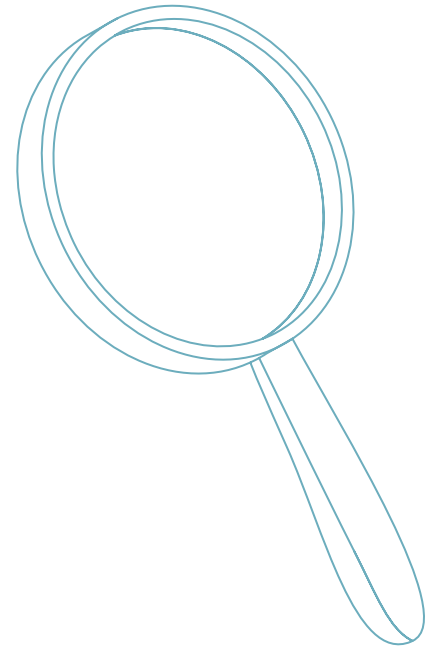
wayfinding audit – planning worksheet

HOW TO USE THIS SELF-GUIDED WORKSHEET

Is your wayfinding system working? This practical, step-by-step worksheet is a tool to assess your space and plan an effective solution.

What you'll work through to ensure your wayfinding project works confidently:

- **Self-Assessment** – Quickly identify your navigation gaps
- **Space Audit Template** – Map decision points and sign locations
- **Signage Content Checklist** – Define what your signs need to communicate
- **Design Considerations Reference** – Accessibility, readability, materials
- **Project Scoping Tool** – Budget and timeline estimates



project details

ORGANIZATION/PROJECT NAME:

FACILITY TYPE:

DATE COMPLETED:

PREPARED BY:

1. quick self assessment

Answer these 5 questions to identify gaps in your wayfinding.

1. NAVIGATION CHALLENGES

Do visitors, staff, or volunteers often struggle to find locations in your space?

Yes

No

Unsure

2. CURRENT SIGNAGE SYSTEM

Do you have a consistent, branded wayfinding system in place?

Yes

No

Partial

3. ACCESSIBILITY

Are your signs accessible for anyone with reduced vision or mobility challenges?

Yes

No

Uncertain

4. UPDATES & CHANGES

Do employees or designated spaces frequently change rooms, departments, or locations?

Yes

No

Sometimes

5. INVESTMENT PRIORITY

How important is wayfinding to your organization's visitor experience?

High

Medium

Low

Research Tip

Ask these questions to other staff, volunteers, and visitors. Get feedback and conduct further research into how others experience your wayfinding system. Use these findings towards the next section for mapping out decision points.

2. space audit template

Walking through your space and mapg out decision points.

- 1. Photograph your space from key vantage points
- 2. Sketch or annotate where people might stop and wonder "where do i go?"
- 3. Mark potential sign locations on the table diagram space below

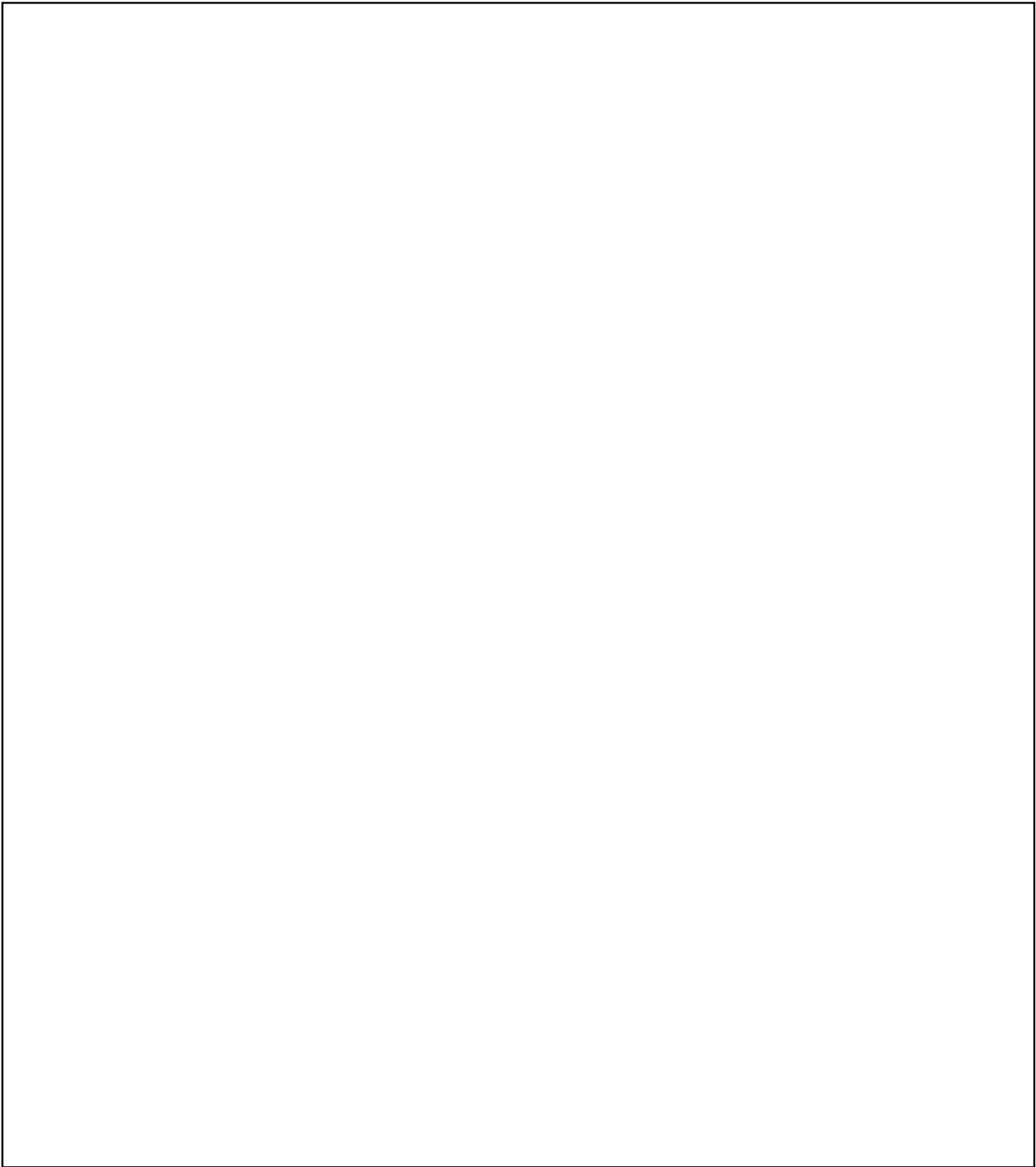
DECISION POINTS (WHERE PEOPLE PAUSE)

Identify the key moments in your space where navigation is unclear. What landmarks or thresholds exist? Where do people naturally look for direction?

Location/Area	Current Challenge	Potential Sign Solution

SPACE LAYOUT NOTES

Sketch your floor plan below, or attach links to floor plan images. Mark key decision points with numbers that correspond to the table on the previous page.

A large, empty rectangular box with a thin black border, intended for sketching a floor plan or attaching floor plan images.

3. signage content development

Establish what needs to be communicated on signs. Use this checklist to define your content strategy.

CONTENT ELEMENTS CHECKLIST

- | | |
|--|---|
| Room names & numbers | Accessible features (braille, tactile symbols) |
| Directional arrows or wayfinding cues | Multi-language translations as required |
| Symbols or icons (restrooms, stairs, etc.) | Distance indicators for large spaces (example: "Greenway trailhead 0.2 km") |
| Branded elements (logo, colours, fonts) | Directory |
| Department or office labels | |

4. design considerations

Key factors that lead to great design and user experiences.

READABILITY & VISIBILITY

- Size is adequate for viewing distance
- High colour contrast
- Clear text hierarchy
- Legible font

CONSISTENCY

- Uniform design elements across all signs
- Brand elements reinforced
- Standardized placement
- Ability to reproduce/update signs in the future

ACCESSIBILITY

- Braille & tactile elements incorporated
- Accessible placement (height, reach)
- Colour contrast tested for visual impairments (such as colour blindness)

MATERIALS

- Indoor/outdoor durability
- Holds up against cleaning solutions
- Appropriate for the environment (busy spaces with high touchpoints, high humidity level, etc.)

Tip: design for distraction — people who might be in a rush, or barely glancing up from their phone. Great systems direct people where they need to go without asking them to think too hard about it.

5. user testing plan

Before finalizing your system, test with people unfamiliar with your space to help identify navigation gaps.

TESTING APPROACH

1. **Informal Observation** – Watch how new visitors navigate
2. **Formal Testing** – Ask unfamiliar users to find specific locations
3. **Survey** – Collect feedback from regular users

KEY QUESTIONS

- Could they identify key destinations without asking?
- Where did they look for direction first?
- Were any signs confusing or hard to find?
- Were they able to move through the space confidently?

FINDINGS

List any navigation gaps discovered:

6. project scope & next steps

Identifying your project requirements leads to accurate estimates with clear plans.

Scope Item	Estimate notes			
Number of signs needed				
Installation timeline				
Budget range	\$5–\$10k	\$10k–\$25k	\$25k+	TBD
Key stakeholders				
Implementation timeline				
Maintenance/updates required	quarterly	annually	as-needed	
Other notes				

KEY DESIGN PRINCIPLES

Function First

Wayfinding must be clear and intuitive. Every design choice should serve navigation, not aesthetics alone.

Consistency is Key

Not every sign needs to be identical, but visual consistency is important. Users should recognize your wayfinding system instantly, even if details vary.

Accessibility is Essential

Consider users with visual impairments, mobility challenges, and language barriers. Accessible design benefits everyone.

Plan for Growth

Design your system to accommodate future changes. Think about how new departments, locations, or signage types might be added.

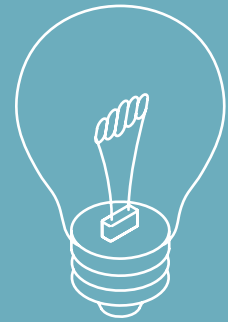
your next steps

1. **Complete this worksheet** with your team to align on priorities and scope
2. **Photograph your space** and note decision points for sign mapping
3. **Draft sign content** and placement strategy
4. **Test your concepts** with your team to align on priorities and scope
5. **Refine and finalize** before moving to design and production
6. **Partner with a design and production partner** who understands wayfinding best practices

Discover More, Learn More

For more guidance, visit [Getting Started With Wayfinding: an Introduction to Signage Design.](#)

To get more inspiration on wayfinding design, check out [architectural signage and wayfinding projects.](#)



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