

Issue Resolution Agenda

Purpose

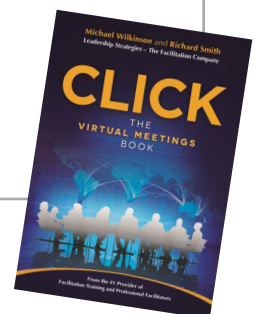
Define an issue; identify alternative solutions; or gain consensus on an alternative.

Products

- Selection criteria
- Alternative definitions
- Selected alternative and justification

Agenda

- A. Getting started
- B. What is the issue?
- C. What criteria should we use in selecting a solution?
- D. What are the alternatives?
- E. What are the alternatives' strengths and weaknesses?
- F. Are there other alternatives that combine key strengths?
- G. Which alternative should we select?
- H. Review and close.



Process Improvement Agenda

Purpose

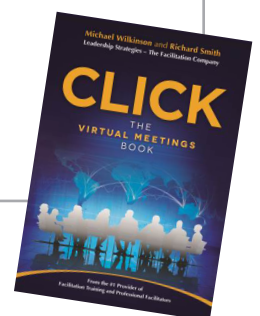
Define the changes necessary to increase the efficiency and effectiveness of a business process.

Products

- New process description
- Implementation plan

Agenda

- A. Getting started
- B. What are the process's overall goals?
- C. How does the process work today?
- D. What are the problems and root causes?
- E. What are potential improvements?
- F. How might we prioritize these improvements?
- G. How will the new process work?
- H. How will we implement this new process?
- I. Review and close.



Project Planning Agenda

Purpose

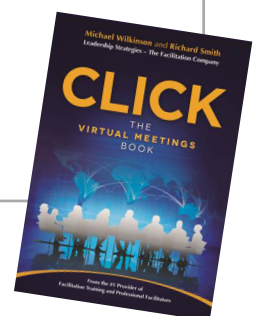
Identify the objectives of a project and the resources and timelines needed to complete it.

Product

- Project plan

Agenda

- A. Getting started
- B. Define the project's purpose and objectives.
- C. Determine project's scope and products.
- D. Identify critical success factors.
- E. Develop an overall approach.
- F. Define the resources, durations, dependencies, and schedule.
- G. Identify risks and contingencies.
- H. Review and close.



Status Meeting Agenda

Purpose

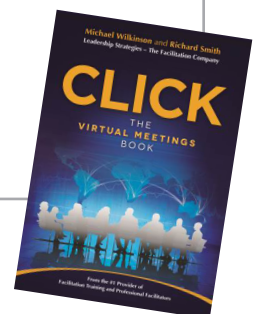
Identify the status of a department, program, or project.

Product

- Updated status against plan
- Actions to be completed

Agenda

- A. Getting started (one-minute check-in)
- B. Remind participants of the overall department objectives.
- C. Review and update the list of action items from a prior meeting.
- D. Review the status by team: accomplishments, priorities for the next period, and issues for later discussion.
- E. Prioritize discussion issues and allocate time.
- F. Resolve issues.
- G. Document action items for the next meeting.
- H. Review and close.



Strategic Planning Agenda

Purpose

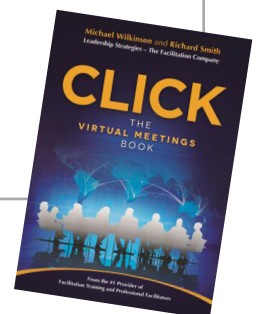
Develop a shared vision and document the steps to achieve that vision.

Product

- Vision and mission statements
- Goals, objectives, and guiding principles
- Strategies and priorities

Agenda

- A. Getting started
- B. Review the situation analysis.
- C. Develop the goals, mission, and vision.
- D. Develop objectives.
- E. Identify critical success factors and barriers.
- F. Develop strategies and priorities.
- G. Document action plans.
- H. Review and close.



Team Development Agenda

Purpose

Improve a team's ability to work together.

Product

- Team vision and team norms
- Our action plan
- Our monitoring plan and accountability plan

Agenda

- A. Getting started
- B. What makes teams work?
- C. Develop our team vision.
- D. Define our issues and barriers.
- E. Identify strategies to achieve our vision.
- F. Develop our monitoring plan.
- F. Define our accountability plan.
- G. Review and close.

