**Cross- Project Team meetings**

***Agenda template***

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| **Date:** |  | |
| **Attendees:** | * *Insert names here* * *Must include:* * *all project manager* * *all project leads* * *a representative from Design Office* * *a representative from Implementation Office* * *a representative from IT* * *any other appropriate stakeholders* | * *Chaired by ??? representative* * *Secretariat provided by ???* |
| **Purpose:** | * Understand high level aspects of each other’s projects * Ensure any cross-over aspects are understood and addressed * Ensure dependencies are clear/visible, understood and highlighted within project schedules | |
| **Required Outcomes from meeting:** | * Documented and clear visibility of all cross-overs and dependencies * Ensure documentation of this is available to all appropriate stakeholders | |
| **Agenda:** | 1. Overview from Implementation Office 2. Design Office information sharing 3. Each project manager/project lead to brief meeting on their project 4. Discussion of cross-overs, dependencies, risks, issues, resolutions 5. General items | |