**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
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| **Required Outcomes from meeting:** | * Documented and clear visibility of all cross-overs and dependencies
* Ensure documentation of this is available to all appropriate stakeholders
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| **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
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