# SAMPLE Project Governance Structure Standing Meeting Agenda

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| **Participants:** | Members of the project governance structure |
| **When to Schedule:** | Per the meeting frequency established during governance structure set-up; schedule to coincide with quarterly project review and planning meetings (see Standard 11, key action 3, on compass.crs.org) |
| **Total Estimated Time:** | 3-3.5 hours |

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| **Suggested Time** | **Item** | **Notes/Comments** |
| 15 min | Project Manager (PM) presentation on project progress against major detailed implementation plan (DIP) activities, milestones, project indicators, and spending plans. | The PM should prepare a project status report (in a format determined by PM); updated project issues log; and risk register and circulate ahead of the meeting. |
| 15 min | Review any action items from previous meetings, progress made, and any points pending. | Refer to previous meeting’s minutes. |
| 15 min | Review issues log. | Secretary records any recommendations or action items and any decisions to declare an issue resolved. |
| 15 min | Review risk register. | Secretary records any action items related to risk management or mitigation or any decisions about risk acceptance or retiring a risk. |
| 15 min | Review and discuss any proposed project changes or other decisions. | The PM circulates a list of proposed changes/decisions needed in advance of the meeting. Information provided to governance structure members should include: a) proposed change/decision needed, b) why the change/decision is necessary, and c) the potential impact of the change/decision. |
| 10 min | Review plans for the next period.  \**If all members of the project governance structure participated in the quarterly review and planning meeting, there is no need for this agenda item.* | The PM circulates the project work plan/DIP for the coming period, in advance of the meeting. |
| 15 min | Any other business. | To be proposed by members ahead of the meeting. |