**PROJECT GOVERNANCE
MEETING AGENDA**

|  |  |  |
| --- | --- | --- |
| DATE |  | LOCATION |
| 00/00/0000 |  |  |
|  |  |  |
| TIME |  | TITLE |
| 11:30 AM |  |  |

AGENDA DETAILS

1. **Agenda Item 1: Initiate – Establish the Project Framework**
	1. Stakeholder outreach and engagement
	2. Remarks
	3. Remarks
2. **Agenda Item 2: Plan – Define the Metrics**
	1. Risk management
	2. Remarks
3. **Agenda Item 3: Execution – Implementation of Governance Structure**
	1. Owner and stakeholder engagement and communication
	2. Remarks
	3. Remarks
4. **Agenda Item 4: Monitoring and Quality Control Management**
	1. Control process
	2. Remarks
		1. Remarks
		2. Remarks
		3. Remarks
		4. Remarks
5. **Agenda Item 5: Project Closeout - Assurance**
	1. Guaranteeing the framework’s effectiveness
	2. Remarks
	3. Remarks
6. **Agenda Item 6: Description**
	1. Remarks
		1. Remarks
		2. Remarks
		3. Remarks

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