

AGENDA FOR LAUNCH
OPERATIONS PARTNER(S) IPT
February 6, 2001, 3pm-4pm

DESIRED OUTCOMES-

- Understanding of the business case so that we are collectively on board
- Understanding of the charter–purpose, why now, roles, goals, decision-making, and operating agreements and principles
- Agreement on the stakeholders who need to be involved
- Agreement on the process road map framework–issue/challenges, goals, phases, milestone outcomes, timeframe
- Agreement on the key activities and stakeholders who need to be involved in each phase of the project
- List of issues, concerns, potential barriers
- Understanding of people’s vision of success
- Agreement on next steps

AGENDA

<u>WHAT</u>	<u>HOW</u>	<u>WHO</u>	<u>WHEN</u>
START-UP-	<ul style="list-style-type: none"> • Welcome/Context. • Review desired outcomes/agenda • Introductions 	Jennifer Bob	3:00-3:15
CHARTER	<ul style="list-style-type: none"> • Present charter–purpose, why now, goals, roles, decision-making, and operating agreements/principles • Check for understanding/concerns 	Sybil	3:15-3:25
STAKEHOLDER ANALYSIS	<ul style="list-style-type: none"> • Present • Check for any missing 	Sybil	3:25-3:30
PROCESS MAP	<ul style="list-style-type: none"> • Mini explanation of what the process map is • Present framework with issues/challenges, goals, milestone outcomes, timeframe • Check for understanding, any changes/additions, agreement • Review draft of activities & stakeholders for their understanding • Check for suggested additions/changes • Ask for point-of-contacts for each phase 	Bob Martin	3:30-3:35 3:35-3:50
CLOSE-	<ul style="list-style-type: none"> • List any issues/concerns/potential barriers to consider • Brainstorm vision of success • Next Steps, including– <ul style="list-style-type: none"> • Everyone review business case • Decide when Core Team will have regular weekly meetings • Point-of-contact people– <ul style="list-style-type: none"> • Organize sub-team for your phase • Come to next meeting with proposed dates for each step in your phase • +/- • Closing comments 	Bob Sybil/Jennifer	3:50-3:55 3:55-4:00