

Milestone Tracking Agenda

Desired Outcomes:

- ❑ A list of milestones for 2002 and expected “by-when” dates
- ❑ A prioritized list of critical success factors facing the CZ in 2002
- ❑ A list of potential obstacles facing the CZ in 2002

Agenda:

What	How	Who
Roles Agenda	<ul style="list-style-type: none"> • Desired outcomes • Roles (Facilitator, Recorder) • Review/agree 	•
Milestones	<ul style="list-style-type: none"> • Review list of possible milestones • Brainstorm additional milestones • Eliminate Duplicates • Clarify • Agree • Place milestones on timeline 	•
Critical Success Factors	<ul style="list-style-type: none"> • Review list of possible CCF's • Brainstorm additional CCF's • N/3 • Eliminate Duplicates • Clarify • Agree 	•
Potential Obstacles	<ul style="list-style-type: none"> • Review list of possible PO's • Brainstorm additional PO's • Eliminate Duplicates • Clarify • Agree 	•
Meeting Evaluation	<ul style="list-style-type: none"> • Review Desired Outcomes • +’s and –’s of this meeting’s structure 	•