



Tuesday, September 07, 2004

Process Improvement Team Stakeholders Briefing

Purpose: To brief the Stakeholders on the status of the new FSAU Process Team

Desired Outcomes: To gather Stakeholder feedback and exchange ideas on the FSAU Process
To obtain Stakeholder support (buy-in) on the FSAU Process

By the end of this meeting, we will have:

- Approval/Recommendations for the Plan and Design Phase
- A strong understanding of the framework for the Build, Do and Assess Phases
- A foundation for the Process Teams next steps and the deployment of this process

Agenda:

What	How	Who	Time
Start Up: – Welcome/ Purpose – Outcomes/ Agenda – Roles – Ground Rules – Decision Making	•	• Pennie	• 5
Plan Phase	• Review of Templates and Group Discussion	• Pennie	• 10
Design Phase	• Review of Templates and Group Discussion	• Katie	• 10
Build Phase	• Review of Framework and Group Discussion	• Pennie	• 10
Do (Deliver) Phase	• Review of Framework and Group Discussion	• Katie	• 10
Assess Phase	• Review of Framework and Group Discussion	• Katie	• 10
Deployment	• Group Discussion	• Pennie	• 15
Approval of Scorecard	• Group Discussion	• Pennie	• 5
Next Steps & Wish List	• Group Discussion	• Pennie	• 15
Meeting Evaluation	• Review Desired Outcomes • Determine next meeting date/ time • +’s and –’s of this meeting’s structure	• Katie	• 5