

## **Project Leadership Team Sample Chartering Agenda**

### **Meeting Purpose:**

*Clearly outline the purpose and objectives for the meeting.*

### **Meeting Participants:**

*List the members of the Project Leadership Team (PLT).*

### **Anticipated Duration:**

*Plan to meet for four to eight hours, depending on the complexity of the project.*

#### **1. Introduction to the Meeting**

- a. Welcome and opening remarks (Project Manager)
- b. Agenda review, ground rules, and meeting objectives
- c. Overview of chartering process and concepts
- d. Icebreaker exercise

#### **2. Project Context**

- a. Develop draft context statement (in small groups)
- b. Edit and finalize context statement (in large group)

#### **Break**

#### **3. Critical Success Factors**

- a. Develop list of critical success factors (in small groups)
- b. Edit and finalize list of critical success factors (in large group)

#### **4. Project Structure**

- a. Identify project stakeholders
- b. Identify project teams (e.g., Project Staff, Technical Team, Issue Task Force)

#### **Break**

#### **5. Roles and Responsibilities**

- a. Determine roles and responsibilities for each team (in small groups)
- b. Edit and finalize team roles and responsibilities (in large group)

#### **6. Operating Guidelines**

- a. Develop operating guidelines for the project (in small groups)
  - i. Decision making
  - ii. Conflict resolution
  - iii. Communication mechanisms
- b. Edit and finalize operating guidelines (in large group)

#### **7. Conclusions, Final Remarks, and Next Steps**