

Interview Agendas

Internal Operation Agenda:

Time	Topic	Focus/Goal
10 min	Vision Overview	Quickly review the Product Vision Statement. Ensure the entire team is aligned on <i>why</i> we're building the PPMS.
15 min	Review of Initial Scope (MVP)	Detailed walkthrough of System Capabilities
15 min	High-Level Implementation Plan	Break down the MVP into phases Assign initial tasks and set the first milestone.
5 min	Q&A and Next Steps	Clarify technical questions and schedule the next data modeling session.

Internal Executives Agenda:

Time	Topic	Focus/Goal
5 min	Executive Summary & Vision	State the Product Vision Statement clearly. Answer: <i>What are we building and for whom?</i>
15 min	Value Proposition and Success	Introduce the PPMS as the solution for data centralization. Review the Business Benefits section. Confirm agreement on initial functionalities of the PPMS.
5 min	Project Scope and Risk	Briefly confirm what is in scope and what is <i>out</i> of scope
5 min	Decision Point and Next Steps	Ask for formal executive endorsement and confirm the next review cadence.