**Meeting Agenda: Alignment Between PMO and Solution Architecture**

**Duration:** 25 minutes  
**Attendees:** Rosse M. Lopez, Ami Dworkin  
**Objective:** Establish alignment on products, processes, expectations, and collaboration touchpoints.

**1. Welcome & Meeting Objectives (2 min)**

* Purpose of the meeting: alignment and onboarding into PMO-related workflows

**2. PMO Overview & Strategic Priorities (5 min)**

* High-level overview of the PMO’s role and scope within BB and Pharmacy
* Key initiatives and strategic goals for the next 6–12 months
* PMO metrics and definition of success

**3. Tools (5 min)**

* What tools do we use to manage across trains/verticals
* What reporting is available to the teams
* What should I be looking at daily
* What should I be looking at for the team
* Where are the long-term project plans and projections held

**4. Processes & Governance (5 min)**

* Overview of project lifecycle and governance model
* Key processes: intake, prioritization, funding, and delivery
* Role of architecture in stage gates or reviews

**5. Meetings & Collaboration Touchpoints (4 min)**

* Recurring meetings you should attend (e.g., steering committees, product reviews)
* Expectations for architectural input and documentation
* Preferred communication and escalation channels

**6. Expectations & Next Steps (3 min)**

* Her expectations of you in your role
* How you can support PMO goals
* Immediate next steps or follow-up actions