

## Walkthrough Review Form

Session Coordinator: Safa Anwar.

Project/segment: Universal Health Insurance.

Coordinator's Check list:

1. Confirmation with producer(s) that materials ready and stable: yes.
2. Issue invitation, assign responsibilities, distribute materials: [ \* ]Y, [ ]N.
3. Set date, time, location for meeting:

Date: 17 / 11 / 2020 Time 09:00 AM Location: Ministry of Health at Al Qasr Al Ainy.

Responsibilities	Participants	Can attend	Received material
Coordinator	Safa Anwar	[ * ]Y [ ]N	[ * ]Y [ ]N
Presenter	Ghidaa Mohamed	[ * ]Y [ ]N	[ * ]Y [ ]N
User	People	[ * ]Y [ ]N	[ * ]Y [ ]N
Secretary	Yousef Ahmed	[ * ]Y [ ]N	[ * ]Y [ ]N
Standards	Noura Mahmoud	[ * ]Y [ ]N	[ * ]Y [ ]N
Maintenance	Mayada Magdy, Nada Reda	[ * ]Y [ ]N	[ * ]Y [ ]N

Agenda:

- Yes 1-All participants agree to follow PVF's rules of walkthrough  
 Yes 2-New Material: Walkthrough of all material  
 Yes 3-Old Material: Item-by-item check off of previous action list  
 Yes 4-Creation of new Action list (contribution by each participant)  
 Yes 5-Group decision  
 Yes 6-Deliver copy of this form to the project control manager.

Group Decision:

- Yes accept product as is.  
 ----- Revise (no further walkthrough).  
 -----Review and Schedule walkthrough

Signatures		
Coordinator	Safa Anwar.	