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| **Walkthrough Review Form** |
| Session Coordinator: Safa Anwar. |
| Project/segment: Universal Health Insurance. |
| Coordinator’s Cheek list:   1. Conformation 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 cheek 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. |  | |