

Sample Agenda for Threat Assessment Meeting

Goal: Collaboratively identify threats to your project success.

Attendees: Sponsor, product owner, scrum master, team, and subject matter experts

Duration: 1 hour

Frequency:

- Start of each release
- Review/update every iteration planning meeting

Entrance criteria: Have product vision, roadmap, release plan, and prioritized and estimated backlog.

Deliverables: Risk register

Meeting Agenda

- Product owner reminds attendees of the project vision and value.
- Product owner reviews the meeting purpose and agenda.
- Product owner gains consensus on meeting norms.
- Product owner initiates the brainstorming session.
 - Give attendees sticky notes.
 - Attendees write a threat/risk on a note—allocate 10 minutes for this.
 - Each threat needs to include the following:
 - Name of the threat
 - Probability or likelihood of occurrence
 - Impact to the project in number of days' delay
- Group reviews threats.
 - At the end of 10 minutes, attendees take turns reading their threats.
 - As the threats are being read, they are de-duplicated and placed on the wall/whiteboard.
 - There is general discussion of any missing threats—these are captured and added to the wall/whiteboard.
- Optional: Categorize threats in affinity groups/categories.
- Product owner reviews action items and deliverables.
- Product owner seeks meeting feedback so the next risk identification meeting can be improved.
- Product owner thanks attendees and adjourns the meeting.