



Management Review Meeting

<Month>

Agenda

- Action items from previous meeting
- Project Updates
 - Release/milestones/sprints
- Metrics
- Deviations and Root Causes
- Issues and Risks
- Customer feedback/ Escalations / Complaints
- Audits
- Trainings
- Process Improvements
- Other Analysis

Action Items – Previous Meeting

- Status of the action items to be discussed
- Action items are traced in project workbook the scrum master has to copy from project workbook in this slide

Project Updates

- Accomplishments current month
 - Releases
 - Milestones
 - Sprints
 - Deliverables
 - Major Features
- Plan for next month
 - Release /Milestones/ Sprints
 - Deliverables / Features

Risks

- High Priority Risks
 - Occurred
 - Not Occurred but Active
- Mitigation and Contingency strategies
- Inputs/ assistance from Management

Metrics

- Metrics of the sprints / releases closed in the reporting period.
- Discuss about the trends of all the metrics
- Inferences
- Significant deviations

Root Cause Analysis

- Any RCA done

Customer Feedback

- Customer Satisfaction Survey
- Feedback from any other sources
- Any Escalations
- Action Plans

Audits

- Status of the audits
- Internal Audit Results
 - NC
 - Observations
- Configuration audits
 - Observations
- Action Plans

Trainings

- Trainings Planned
- Trainings Conducted

Organizational Processes

- QMS Releases
 - Changes
 - What the project is going to do with the changes
- Improvements
 - Project specific improvements
 - Participating in Organizational Level

Other Analysis

- Defect Analysis etc.,

Action Items

- Action items came from the meeting
- Action items are logged and tracked in project workbook

Revision History

Date	Revision Number	Changes	Author	Approved By
3-May-17	1.0	Initial Document	Steve Sommers Rakesh Solleti	Anitha T G

Note: The version updated here is the template version, this can be cleared and replaced with the actual version history of the project



Thank you!