

15b. SHARE: CONFERENCE CALL TEMPLATE

Setup of the call: MJM Director sets up the call with the purpose of the call, the agenda of the call etc. (5 minutes)

MJM Director also gives a summary of the work happening across DPs. These are consolidated data points like number of tickets raised and resolved, any shifts in Baseline Data etc. (5 minutes)

Each Lead Partner team gets 5 minutes to explain the work happening with their DP. One LP team representative shares the expected deliverables, outcomes expected and status and results achieved and next steps on the work with the DP. They also share the key learnings - what has worked and what has not.

MJM Director summaries the call and any action points that have arisen from the call.