Steering committee meeting support

VALIDATE THE MILESTONES AND REQUEST ARBITRATIONS AND DECISIONS FROM TOP MANAGEMENT

What is project committee meeting support?

It is a support document that should be updated for your next steering committee meetings.

Steering committees are regular meetings held between decision-makers, on a monthly-basis. ils purpose is to monitor the progress of the project, and if necessary make decisions and arbitration.

When to use it?

PLANNING PHASE

The steering committee meets once a month or a quarter depending on the scope of the project.

It can also meet exceptionally in an emergency and at the request of a stakeholder.

How to use it?

- Start by setting the meeting agenda
- Take the decisions of the previous COPIL
- Get an overview of the progress
- Get an overview of the project's performance, budget and deadlines wise
- Note down the change requests for validation
- Plan the next Copil meeting

Document structure

- **Previous STEERCO decisions**
- **Progress Status**
- **Project performance**

- **Change Requests Validation**
- **Questions/Answers**
- **Next Meetings**

Let's get started.