



Project Committee Support

AN ESSENTIAL TOOL TO EFFECTIVELY
COMMUNICATE WITH STAKEHOLDERS

What is project committee meeting support?

It is a support document to update for your next project committee meetings.

Project committees are regular meetings, usually held on a weekly basis, between the key stakeholders of the project, that aim at monitoring the project progress.

When to use it?

PLANNING PHASE

Use this template as a support for project committee meetings, and note that you can supplement it with elements specific to your project.

How to use it?

- Start by setting the meeting agenda
- Include the elements of monitoring the progress of your project by area or site
- Draw up budget, planning, and risk reviews
- Keep an action plan and plan your next meetings

Document structure

- Agenda
- Progress by module
- Project performance monitoring
- Risk review
- Action plan
- Questions
- Next Meetings