








# Working Agreement

## EDO Centre of Enablement

People from different disciplines to create a focused competency center..

## We will ...

- 1 Start with terms of reference
- 2 Keep it SIMPLE !
- 3 Be razor focused
- 4 Be transparent
- 5 Be committed
- 6 Be engaged as core member
- 7 Be silent as observer
- 8 Value continuous enablement
- 9 Value collaboration
- 10 Value innovation
- 11 Steward our guardrails
- 12 Optimize all meetings
- 13 Trigger dojos and working groups
- 14 Terminate if no energy or value

-  Long-term Lifetime
-  (Bi-)weekly 55min collaboration sessions.
-  Innovation charge code.
-  By invitation only. Silent fly-on-the-wall OK.
-  Recognition of attendance.
-  Groomed and actionable backlog.
-  2-Pizza-sized (6±3) **core** team.

### Terms of Reference

- ☐ WHY are we here?
- ☐ WHAT are our **objectives**?
- ☐ WHAT is our lighthouse **hypothesis**?

### Getting Started

- ☐ **Create** Teams collaboration channel
- ☐ **Invite** committed core members
- ☐ **Collaborate** to define terms of reference
- ☐ **Register** with EDO center of enablement
- ☐ **Schedule** collaboration sessions
- ☐ **Update** EDO SharePoint

### Collaboration

- ☐ **Share** collaboration notes and findings
- ☐ **Create & present** center of enablement report
- ☐ **Decide** on next steps when lifetime expires
- ☐ **Trigger** Dojos and working groups as needed
- ☐ **Collaborate** with Community of Practice

### Deliverables

- ☐ **Regular update** on terms of reference
- ☐ **Regular updates** on associated events
- ☐ **Collaboration** recordings

### Meetings

- ☐ **Finish T-5** minutes early
- ☐ **No agenda** or purpose, no meeting
- ☐ **No energy?** Give everyone time back!
- ☐ **No TLA** (three lettered acronyms) or jargon
- ☐ **Take notes** and share them with actions

Inspired  
by  
Elon Musk