








Working Agreement

EDO Center 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 laser 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
- ☐ Net Performance Score (NPS) poll

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