



STEP
1

DEFINE THE PURPOSE

Remember: Right to left thinking and corporate holarchy

STEP
2

DEFINE THE DELIVERABLES

STEP
3

IDENTIFY ROLES

(facilitator and participants)

STEP
4

IDENTIFY ATTENDEES

(SME, etc.)

STEP
5

DEVELOP AGENDA

STEP
6

SEND TO ATTENDEES IN ADVANCE

Asking for input / commitment

STEP
7

PREPARE