Project Steering Committee Agenda

Template and Guide

Version 2.1, April 2008

This Guide is intended to be read in conjunction with the following template for the development of a Project Steering Committee Agenda.

As such, the Guide should be removed from the front of your final document.

|  |  |
| --- | --- |
| *[C:\Users\grant.evans\Desktop\creativeccommonsby.png](http://creativecommons.org/licenses/by/4.0/)* | License URL: <https://creativecommons.org/licenses/by/4.0/legalcode> Please give attribution to: © State of Tasmania ([Department of Premier and Cabinet](http://www.dpac.tas.gov.au)) 2017 |

.

What is a Project Steering Committee Agenda

The Agenda of any meeting, lists the items that have been selected for discussion or that need to be raised in order to draw attention to what is happening on the project.

It usually includes:

* The steering committee name
* The date of the meeting
* The meeting number eg. If it is the first meeting then it would be meeting 1 of <yyyy>
* Location of where the meeting is to be held
* A numbered list of items that need to be raised or discussed.

The information contained in the agenda should be brief and succinct. Steering Committee members should be able to determine from the agenda the level of analysis required of any attached documentation. For example, depending on the recommendation the members may need to read and be able to comment upon a document prior to endorsing it or a particular course of action, or members may only need to quickly glance through a document if it is for noting only.

The Agenda should be sent to the steering committee members and the minute taker several days prior to the meeting taking place. This will allow them to request changes or add any new agenda items via the secretariat (the person responsible for organising the agenda and meeting papers).**How to use this template**

* The template consists of a simple table that reflects the nature of the information that is to be addressed.
* The completed *Agenda* should be brief and to the point, so it conveys quickly the essential information.

A number of **different text styles** have been used within the template, as follows:

* Text in blue italics is intended to provide a guide as to the kind of information that can be included in a section and to what types of projects it might be applicable. It should be deleted from the final document .
* Text in normal font is intended as examples.
* Text enclosed in <angle brackets> is intended to be replaced by whatever it is describing.
* This document has been formatted for duplex printing. If you intend to print single sided, you may need to delete some page breaks.

**Checklist**

**Have you remembered to remove**:

* This guide and checklist from the front of your document?
* All blue italic instructional text and <prescriptive text enclosed in angle brackets> within the template?

**PROJECT NAME**

**AGENDA**

MEETING NUMBER <*n*>

***<DD-MM-YYYY>***

**<*Time*>**

**<*Venue*>**

**Chair: <*Chairperson>*, <Title>.**

1. **Apologies**
2. **Minutes of previous meeting**
3. **Action List**
4. **Project Manager’s Status Report No <*n*>**
5. **<*First Subject For Discussion*>**

A short summary of the subject, only a few lines followed by a reference to any supporting documents.

**Recommendation:**

The action being recommended to the Steering Committee. Some examples are:

* “that the Steering Committee note the report”;
* “that the Steering Committee endorse the recommended action”; or
* “that the Steering Committee approve the additional funds”.

1. **<*Second Subject For Discussion*>**

A short summary of the subject, only a few lines followed by a reference to any supporting documents.

**Recommendation:**

The action being recommended to the Steering Committee. Some examples are:

* “that the Steering Committee note the report”;
* “that the Steering Committee endorse the recommended action”; or
* “that the Steering Committee approve the additional funds”.

1. **<Consultant> Report No <*n*>**

This is included where a Specialist Consultant, Probity Advisor or Project Management Advisory/Review Officer has been contracted/allocated*.*

1. **Other Business**
2. **Next Meeting**