

Frequency

Once a week

Duration

2 hours (or as appropriate)

Chair

Workstream Lead

Attendees

Workstream Lead, Initiative Leads and Transformation Lead (optional), business stakeholders (optional)

Workstream Performance

Cascade of information from the TAM
Macro view of Workstream Outcome and Investment Ratio

Initiative Progress

- Initiative Performance
- Blocker review

Workstream Retro

Cross-Initiative review of how delivery is "operating", what is going well and what needs to be improved

Forward Look

Bringing attention to any future meetings or important events both in the Workstream and transformation