**[](https://www.smartsheet.com/try-it?trp=11323&utm_source=integrated+content&utm_campaign=/content/project-governance-templates&utm_medium=Project+Governance+Meeting+Agenda+doc+11323&lpa=Project+Governance+Meeting+Agenda+doc+11323&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)PROJECT GOVERNANCE  
MEETING AGENDA**

|  |  |  |
| --- | --- | --- |
| DATE |  | LOCATION |
| 00/00/0000 |  |  |
|  |  |  |
| TIME |  | TITLE |
| 11:30 AM |  |  |

AGENDA DETAILS

1. **Agenda Item 1: Initiate – Establish the Project Framework**
   1. Stakeholder outreach and engagement
   2. Remarks
   3. Remarks
2. **Agenda Item 2: Plan – Define the Metrics**
   1. Risk management
   2. Remarks
3. **Agenda Item 3: Execution – Implementation of Governance Structure**
   1. Owner and stakeholder engagement and communication
   2. Remarks
   3. Remarks
4. **Agenda Item 4: Monitoring and Quality Control Management**
   1. Control process
   2. Remarks
      1. Remarks
      2. Remarks
      3. Remarks
      4. Remarks
5. **Agenda Item 5: Project Closeout - Assurance**
   1. Guaranteeing the framework’s effectiveness
   2. Remarks
   3. Remarks
6. **Agenda Item 6: Description**
   1. Remarks
      1. Remarks
      2. Remarks
      3. Remarks

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