Pipeline Review Meeting

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| Attendees(Sub) Portfolio ManagerPMO / Portfolio Coordinator | General InfoDuration: 1 hourLeader: Portfolio CoordinatorCadence: Periodic/As Needed (before Portfolio Board Meeting if new initiatives are available) | Needed Before MeetingList of New Project Initiatives |



Overall Meeting Objective
To review and prioritize newly proposed project initiatives

Agenda

1. Introduction
Kick off the discussion with an overview of meeting objectives & the agenda.
2. Project Initiatives
Portfolio Coordinator presents all new project initiatives to attendees. In Meisterplan, the Portfolio Coordinator will display all projects in the Stage Gate “Seeking Review”.
3. Validation
Discuss the project criteria and strategic impact of each new project initiative.
4. Prioritization
Prioritize the new project initiatives against each other as well as against existing projects.
5. Stage Gate
Assign the necessary stages for each new project initiative.
6. Next Steps
Confirm next steps (e.g., prepare briefing and project overview with projects seeking approval) to ensure new project initiatives are ready for the Portfolio Board Meeting where it is decided which new projects will be implemented.