

Purpose

- Hold leaders accountable for strategic initiatives
- Deeply investigate the strategic status of one initiative
- Focus on whether strategy implementation is on track, where problems are occurring in the implementation, why they're happening, what actions will correct them, and who will have responsibility for achieving the targets
- Except in unusual circumstances, do not use the meeting to alter or adapt the strategy

Attendees:

- Senior Management Team
- Strategic Initiative Owners
- Functional and Planning Specialists
- Business Unit Heads
- Strategy Manager

Prep

- Strategy Reports: Prepared by Strategy Manager and broken up by strategic initiatives. Each should contain:
 - Initiative Strategy Map
 - Objectives & Targets: color coded by status (on schedule, behind but not needing attention, off track and requiring attention)
 - If an item is off track and requiring attention, the report should include a short comment from the item's owner explaining the performance gap and what actions are being taken or proposed to address them
- Everyone in attendance should read the report and be ready to discuss

Meeting Overview

- **Status Review:** Strategy manager reviews status reports
- **Strategy Overview:** CEO presents a quick review of color-coded strategy map, offering perspective on the business
 - Review Strategy Map
 - Highlight Key Issues
 - Review Initiatives
 - Review Measures
 - Note Accomplishments (*don't forget)
- **Initiative Audit:** Focus on one (or at most two) strategic initiative(s) in depth
- **Initiative Assessments:** Quick overviews from leaders of each strategic initiative
- **Hot Topic:** Allow for one operational or strategic "Hot Topic" outside the initiative
- **Meeting Review:** CEO summarizes the results of the meeting
- **Action Log:** Review new actions and responsibilities

Sample Agenda

Item	Responsibility	Duration
Status Review	Strategy Manager	15 Minutes
Strategy Overview	CEO	10 Minutes
Initiative Audit	Leader of Initiative being Audited	1 Hour
Initiative Assessments	Initiative Leaders	5 Minutes each
Hot Topic	Head of Initiative the topic falls under	30 Minutes
Meeting Review	CEO	5 Minutes
Action Log	Strategy Manager or CEO	5 Minutes