Meeting	<programme name>	**Programme Review**
Date	<date>	
Timing	<start and finish times>	
Venue	<location>	
Attendees	<attendee names>	
Apologies	<names>	
Programme Manager	<name>	

Today's objectives

1. To assess progress on the programme and its constituent projects

2. To identify any necessary corrective actions

Today's agenda

ID	Topic	Led by	Duration
1	Programme Status & Achievements (Highlights of progress for schedule and major deliverables completed)	Programme Manager	10 mins
2	Upcoming Programme Milestones & Adjustments (Focus on the scheduled milestones before the next review meeting, and any planned schedule adjustments)	Programme Manager	10 mins
3	Programme Cost & Staffing Review (Review of costs to date, compared to plan. Review staffing changes executed, planned, or shortages)	Programme Manager	10 mins
4	Programme Change Requests (Review and decide on formal Change Requests)	Programme Board	15 mins
5	Major Programme Issue Resolution (Review and decide on Programme Board-level issues blocking the programme)	Programme Board	15 mins
6	Programme Business Case Review (Compare current plan for the programme against client and business commitments and benefits)	Programme Sponsor	15 mins
7	Indivdual Project Reviews	Project Managers	<tbd>
8	Wrap-up, next actions and date of next review	Programme Manager	10 mins