

## Project on a Page for Ongoing Team Alignment

A key deliverable of CoPM is the “Project on a Page” (PoP).

The Playbook steps form a Team Alignment process which then culminates in a one-page summary of the project across the Playbook areas.

The PoP is a key communication tool that reflects aspects of alignment achieved and should be used a regular “quick reference” for ongoing alignment as an easy-to-use reminder during project.

POP (Project on a Page)		Team Project:
<p><b>The Partnership Team</b> Organizations, team members, their roles, and their definition of a successful project. (See also our Partnership Map)</p> <ul style="list-style-type: none"> <li>▪ (Principal Investigator): Name, Org, definition of project success</li> <li>▪ (Principal Investigator): Name, Org, definition of project success</li> <li>▪ Etc.</li> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p><b>Stakeholders &amp; Influencers (incl. Audiences)</b> Organizations and individuals who care about this project</p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p><b>Scope - Clarification of Project Boundaries</b></p> <p><b>Ins:</b></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> </ol> <p><b>Outs:</b></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol> <p>This project will be considered complete when</p> <hr/> <hr/>	<p><b>Critical Success Drivers (CSDs)</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p><b>From Project Plan/Timeline: Key Milestones &amp; Dependencies</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p><b>Top Risks</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p><b>Status as of [date]</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p><b>Major Open Issues as of [date]</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul>	<p><b>Team Communication &amp; Operating Agreements</b></p> <p><b>Team Meeting Approach &amp; Norms</b> (Meeting frequency, Processes and norms: e.g. Have an agenda and use it, one person talks at a time, arrive on time)</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol> <p><b>Other Team Operating Agreements</b> (Processes such as how we will raise issues, make and communicate decisions, request and manage changes, how often we will meet. Norms such as “show respect for all opinions, value each other’s time, respect each organization’s culture and constraints when we plan.”)</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol> <p><b>Stakeholder-Influencer Engagement and Communication Plan – critical items</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>