**[agency]**

**[date and location]**

# CAPITAL PORTFOLIO BRIEFING AGENDA

Review Team Members: [names of Review Team members]

GCA Review Manager: [name of GCA Review Manager]

|  |  |  |
| --- | --- | --- |
| TIME | FOCUS | REPRESENTATIVE |
| 9:00 – 9:10 | Introduction | GCA Review Manager |
| 9:10 – 11:15 | Introduction of the Capital Portfolio  Program progress and status  Governance arrangements | Agency Head or delegate |
| 11:15 – 11:30 | BREAK | ALL |
| 11:30 – 13:00 | Summary overview of how each of the Key Focus Areas have been addressed:  Program management  Financial responsibility  Organisational capability and capacity  Governance and decision making  Risk management  Asset owner’s needs and change management | Executive Team |
| 13:00 – 13:30 | WORKING LUNCH – Discussion of interview schedule | Agency Head or delegate |
| 13:30 – 14:00 | Review Team discussion | Review Team Only |

Contact Details:

[name of delivery agency contact for day]

[mobile number of delivery agency contact]