

HOW DOES YOUR STEERING GROUP COMPARE WITH BEST PRACTICE?

Steering Groups have a massive impact on the success or otherwise, of change, so it's worth looking at how well your Steering Group compares with our view of best-practice. Use the checklist to see if your change is in good hands, or if there are areas where you might want to make improvements.



Area	Best Practice	Yes	No
We're clear on the purpose of the Steering Group	It focuses on delivering the business outcomes of the programme		
	It sets a clear direction for the programme		
	It makes necessary resources available		
	It approves key deliverables such as milestone plans and business case		
	It makes the necessary go/no-go decisions		
	It quickly resolves major issues, conflicts and risks		
	It approves any significant change to the programme		
It has the right attendees	The Sponsor and Programme Manager always attend		
	The Chairperson is effective		
	All impacted business functions are well represented		
	All key support areas are well represented		
	Key suppliers and partners always attend when necessary		
We make effective use of the meeting	Specific objectives for each meeting are clearly stated at the outset		
	Briefing papers clearly address the needs of all key stakeholders		
	Topics for the meeting are well prepared		
	Briefing papers are made available to allow sufficient time to prepare		
	For important topics, the relevant stakeholders are briefed before the meeting		
	Briefing papers are concise and well written		
	Solutions and options are presented, not simply problems or challenges		
	Recommendations are succinct and clearly set out the impact on the programme		
	The meeting is normally held face-face		
We have the right leadership and behaviours on the day	We all actively encourage a collegiate engagement on all agenda items		
	The meeting is run to time and follows the agenda		
	If a topic becomes bogged down, it is parked, with full agreement on next steps		
	Everyone is punctual and properly attentive, with phones and laptops off the table		
	Key points are communicated and summarised clearly		
	Everyone is polite and professional		
	Successes are highlighted		
	The Steering Group stays honest in terms of status and expectations		