## Monitoring Plan Workshop Agenda



## Day One 👪

8:30 - 9:00 9:00 - 9:45 9:45 - 10:30	Registration Welcome & Introductions Overview of Monitoring Requirements and Expectations - What needs to be in your Plan – The 5 W's - What resources are available to you - Building your process and workflow
10:30 - 10:45	Break
10:45 – 11:45 11:45 – 12:45	The Plan – Who: Defining the Universe Lunch
12:45 – 2:30 2:30 – 2:45	The Plan – What: Determining your Risk Assessment Factors and Process Break
2:45 – 4:15	The Plan – How: Defining the Impact of the Risk Assessment - Award Conditions
4:15 – 4:30	- Monitoring and TA Application and Refinement
4:15 - 4:30	Application and Retinement

## Day Two 👪

9:00 - 9:30 9:30 - 10:30 10:30 - 10:45 10:45 - 11:30 11:30 - 12:30 12:30 - 1:45 1:45 - 2:30 2:30 - 2:45 2:45 - 3:15 3:30 - 4:00	Welcome Back - Check in on Plan Status Implementation - Who: Define Your Team Break Implementation - What: Areas of Focus Lunch Implementation - When: Your Annual Schedule Monitoring - In Real Life (IRL) Break Monitoring - In Real Life (IRL) Plan Refinement & Tool review
3:30 -4:00 4:00 - 4:30	Plan Refinement & Tool review Wrap Up and Adjourn