

## TEMPLATE 10

## Steering Committee Agenda

*Monthly. One hour. Decisions, not status.*

Attendees: Sponsor, Domain Owners, Data Stewards, Program Lead

1. Business value (10 min) Metrics vs. target; \$ delivered to date
2. Integration progress (10) Done / in-progress / remaining; blockers → escalate now
3. Data quality (10) Duplication %, completeness %, issues open / closed
4. Decisions required (20) Issue + recommendation + DECISION (skip if none)
5. Next month ( 5) Milestone, deliverable, risk
6. Sponsor guidance ( 5) What does the sponsor need to know?

### Escalate when

- Quality is degrading
- Scope creep appears
- The steward is overloaded
- Departments deadlock on ownership
- Budget is at risk

### Good committee

- Sponsor attends in person
- Decisions made in the room
- Focus on value, not technical detail
- Ends on time

### Bad committee

- A status meeting in disguise
- A technical deep-dive
- No sponsor
- Issues raised but never resolved