**GC21 START UP WORKSHOP AGENDA – TEMPLATE**

Workshop Purpose

*The purpose of this workshop is to start off the project by build shared knowledge and understanding of project drivers, issues and challenges and to encourage the parties and other project stakeholders to work co-operatively to achieve a successful project.*

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|  | **Workshop Agenda** |  |
|  | **Arrival**  |  |
|  | **Welcome and workshop preliminaries (including the workshop’s purpose, agenda and guidelines).** | Facilitator  |
|  | Personal introductionsIntroduce the PAP, CAP, PSE and CSE | Everyone |
|  | Introductory comments from Principal and Contractor |  |
|  | **Description of “co-operative contracting”** | Facilitator  |
|  | Brief statements of commitment to “co-operative contracting” from the parties to the contract, to develop a culture of co-operation and teamwork for the management of the contract |  |
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|  | **What’s most important to the parties and stakeholders?**A workshopping activity to capture and build shared understanding of things that are most important about this project and the way we work together. Identify the KPIs that are be monitored in the monthly meetings | Focus groups then whole group |
|  | **Working together co-operatively**Understanding of the teams contractual obligations, roles and responsibilities, early warning protocolsDealing with issues and challenges, when things are not going wellAnalysis of contractors tender programResponsibility for site conditions, further investigationsPrincipal’s Documents – completeness, adequacyProject risks, key concerns, issues and resolution | Whole group |
|  | Innovation |  |
|  |  |  |
|  | **Develop a communications strategy and framework** | Whole group |
|  | Identify the issues-resolution process | Whole group |
|  | Agree to a monitoring and evaluation process for monthly reports | Parties to the contract |
|  | Other Issues | Whole group |
|  | Outcomes Report to be prepared | Facilitator |
|  | Close the workshop | Facilitator  |