Working Agreement
EDO Centre of Enablement

People from different disciplines to create a focused competency center..

We will …

1. Start with terms of reference
2. Keep it SIMPLE !
3. Be laser focused
4. Be transparent
5. Be committed
6. Be engaged as core member
7. Be silent as observer
8. Value continuous enablement
9. Value collaboration
10. Value innovation
11. Steward our guardrails
12. Optimize all meetings
13. Trigger dojos and working groups
14. Terminate if no energy or value

- Long-term Lifetime
- (Bi-)weekly 55min collaboration sessions.
- Innovation charge code.
- By invitation only. Silent fly-on-the-wall OK.
- Recognition of attendance.
- Groomed and actionable backlog.
- 2-Pizza-sized (6±3) **core** team.

Terms of Reference

- ❑ **WHY** are we here?
- ❑ WHAT are our **objectives**?
- ❑ WHAT is our lighthouse **hypothesis**?

Getting Started

- ❑ **Create** Teams collaboration channel
- ❑ **Invite** committed core members
- ❑ **Collaborate** to define terms of reference
- ❑ **Register** with EDO center of enablement
- ❑ **Schedule** collaboration sessions
- ❑ **Update** EDO SharePoint

Collaboration

- ❑ **Share** collaboration notes and findings
- ❑ **Create** & **present** center of enablement report
- ❑ **Decide** on next steps when lifetime expires
- ❑ **Trigger** Dojos and working groups as needed
- ❑ **Collaborate** with Community of Practice

Deliverables

- ❑ **Regular update** on terms of reference
- ❑ **Regular updates** on associated events
- ❑ **Collaboration** recordings
- ❑ **Net Performance Score (NPS) poll**

Meetings

- ❑ **Finish T-5** minutes early
- ❑ **No agenda** or purpose, no meeting
- ❑ **No energy?** Give everyone time back!
- ❑ **No TLA** (three lettered acronyms) or jargon
- ❑ **Take notes** and share them with actions

Inspired by Elon Musk