# Regional Exchange Scope

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| Logistics |
| Event date(s) |  |
| Event location (or Virtual) |  |
| Participant agencies and attendees*Who is our audience?**Who do we need to include?* | Agencies | Attendees/Roles |
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| Event lead(s) and role(s)*Who is the agency sponsor for the event?**Who from the host state will lead the planning?* | Event sponsor |
| Event Lead |
| Planning team members |
| Other resources |
| Scope and Objectives |
| Broad TPM issue(s) to be addressed*What problem(s) are we trying to solve?**Which TPM activities are pertinent?**Which performance measures are included?* |  |
| Expected outcomes*What are our goals for the event?**What products and deliverables will result from the event?**How will we measure success?* | Goals | Measures |
| Scope*What is in scope?**What is out of scope?* | In scope | Out of scope |
| Assumptions, Risks and Constraints |
| Assumptions*What do we know to be true?**Will participants be reimbursed and how?* |  |
| Risks*What might happen that could have an impact on this event?**What should we do if this happens?* | Risk | Likelihood and importance | Mitigation approach |
| Constraints*Are there any resource constraints?**Are there any funding constraints?**Are there any other constraints?* |  |