# 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?* |  | | | |