

Earned Value Management System (EVMS) Validation Review
Company name, Location
date
Agenda

Monday,			
<i>Time</i>	<i>Subject</i>	<i>Name</i>	<i>Location</i>
7:30 – 8:00	Badge In		
8:00-12:00	Review Kick off – Welcome		
	Project Overview		
	EVM System Overview		
	Live Schedule Demonstration		
12:00-1:00	Lunch		
1:00 - 5:00	Review Team Orientation / Training /Meeting		

Tuesday,			
<i>Time</i>	<i>Subject</i>	<i>Name</i>	<i>Location</i>
8:00-12:00	Team Preparation/Documentation Traces		
12:00-1:00	Lunch		
2:00-3:00	Interview –	Seiter, Sia-Bates	
1:00 - 3:30	Interview CAM –	Interview Team #2	
1:00 - 3:30	Interview CAM –	Interview Team #3	
1:00 - 3:30	Interview CAM –	Interview Team #4	
1:00 – 3:30	ACCOUNTING Interviews		
3:30-5:30	Review Team Meeting/ Documentation Write-up	Review Team	
5:30-6:00	Informal Daily Out-Brief		

Wednesday,			
<i>Time</i>	<i>Subject</i>	<i>Name</i>	<i>Location</i>
8:00-9:00	Team Preparation		
9:00–10:00	Interview –	Seiter, Sia-Bates	
9:00-11:30	Interview CAM –	Interview Team #2	
9:00-11:30	Interview CAM –	Interview Team #3	
9:00-11:30	Interview CAM –	Interview Team #4	
9:00 – 11:30	ACCOUNTING Interviews		
11:30-12:00	Review Team Meeting / Discussion	Review Team	

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12:00-1:00	Lunch		
1:00-2:00	Interview –	Seiter, Sia-Bates	
1:00 - 3:30	Interview CAM –	Interview Team #2	
1:00 - 3:30	Interview CAM –	Interview Team #3	
1:00 - 3:30	Interview CAM –	Interview Team #4	
1:00 - 3:30	ACCOUNTING Interviews		
3:30-5:30	<i>Review Team Meeting/ Documentation Write-up</i>	Review Team	
5:30-6:00	Informal Daily Out-Brief		

Thursday,			
<i>Time</i>	<i>Subject</i>	<i>Name</i>	<i>Location</i>
8:00-9:00	Team Preparation		
9:00–10:00	Interview –	Seiter, Sia-Bates	
9:00-11:30	Interview CAM –	Interview Team #2	
9:00-11:30	Interview CAM –	Interview Team #3	
9:00-11:30	Interview CAM –	Interview Team #4	
9:00 – 11:30	ACCOUNTING Interviews		
11:30-12:00	<i>Review Team Meeting / Discussion</i>	Review Team	
12:00-1:00	Lunch		
1:00 – 5:00	<i>Documentation Writing</i>	<i>Finish ALL GL Write-ups from the Week's Interviews</i>	

Friday,			
<i>Time</i>	<i>Subject</i>	<i>Name</i>	<i>Location</i>
8:00-12:00	<i>Consensus on CARs, CIOs</i>	Review Team	
12:00-1:00	Lunch		
1:00-4:30	<i>Writing CARs, CIOs Out-Brief</i>		
5:00	<i>Formal Out-Brief</i>		