SMART-AF Proposed Agenda

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The following pages contain a proposed agenda for SMART-AF. Modify the agenda accordingly and include specifics such as organization name, presenters, and stakeholder names (if known).

The agenda will have to be modified if there are known time constraints (i.e., availability of key stakeholders for specific sessions), or requested additional time for presentations or sessions.

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| --- | --- | --- | --- |
| <Organization Name>  SMART-AF (Adoption Feasibility) | | | |
| **DAY 1** | | | |
| **Time** | **Topic** | **Suggested Presenter** | **Representative Stakeholders in Attendance** |
| 8:00 - 8:15 | Introductions | SEI | Assessment team, client participants |
| 8:15 - 9:00 | Presentation on the organization, mission, and business functions of <*organization*> | <*organization*> | Assessment team, client participants, (optional: other client attendees) |
| 9:00 - 10:00 | Presentation: *SMART and SMART-AF Overview* | SEI | Assessment team, client participants, (optional: other client attendees) |
| 10:00 - 10:15 | Break | | |
| 10:15 - 12:00 | Session 1: *Establish Context* | SEI | Assessment team, business and management leaders |
| 12:00 - 1:00 | Lunch | | |
| 1:00 - 2:45 | Session 2: *Analyze Business Intent* | SEI | Assessment team, business and management leaders |
| 2:45 - 3:00 | Break | | |
| 3:00 - 4:45 | Session 3: *Analyze Technical Intent* | SEI | Assessment team, technical leaders and other IT participants |
| 4:45 - 5:00 | First day wrap-up | SEI | All |

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| DAY 2 | | | |
| **Time** | **Topic** | **Suggested Presenter** | **Representative Stakeholders in Attendance** |
| 8:00 - 8:15 | Recap of Day 1 | SEI | All |
| 8:15 - 10:00 | Session 4: *Review Current Technology* | SEI | Assessment team, technical leaders, and other IT participants |
| 10:00 - 10:15 | Break | | |
| 10:15 - 12:00 | Session 4 Continued | SEI | Assessment team, technical leaders, and other IT participants |
| 12:00 - 1:00 | Lunch | | |
| 1:00 - 2:00 | Session 5: *Establish Success Criteria* | SEI | Assessment team, management leaders, business and technical participants |
| 2:00 - 2:15 | Break | | |
| 2:15 - 3:30 | Session 6: *Review and Corroborate Findings\** | SEI | Assessment team, business and technical participants |
| 3:30 - 3:45 | Next Steps | SEI | All |

\* Final findings will be provided 2 weeks after the SMART-AF engagement.