



Work Plan Meeting

Stand Up Meeting

Why

- To integrate & plan between suppliers
- To ensure we are working in the right areas, on the right things for the good of the project
- To set the right targets and capture learning
- To measure & improve

- To ensure the workforce is briefed to execute safe production
- To ensure the workforce is bought into the right targets
- Capture workforce issues and identify performance improvement opportunities

What

- Set and capture discrete, SMART tasks
- Capture reasons and learning

- Buy-in and agree to SMART tasks
- Check and sign off that everything is in place to do safe production

When

- Late PM daily on site

- 1st thing in the morning before work starts

Who

- Supervisors/Foremen relevant management

- Supervisors/Foremen, and workers

How

- Structured 20-30 minute sit-down meeting

- 10-15min stand up briefing around visual display board(s)