PROJECT GOVERNANCE

Is your steering committee actually steering?

Or just receiving updates?

5 warning signs, and how to fix them.



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Swipe →

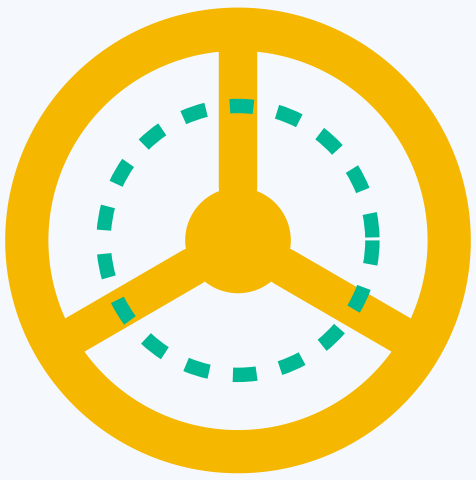
Warning sign 1 of 5

The meeting is a status readout

Updates that could have been an email take up the whole hour.

SPONSOR, ASK:

“What decisions do you need from us today?”



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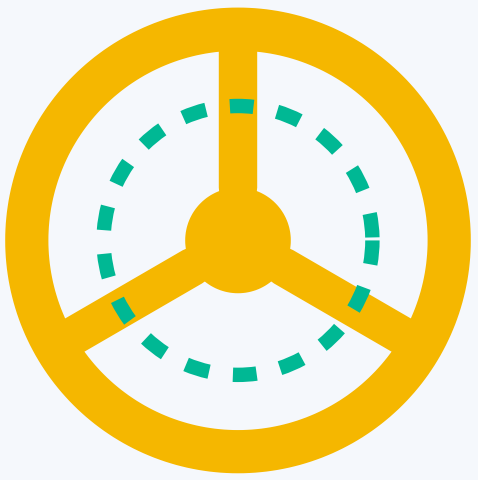
Warning sign 2 of 5

Nobody remembers what was decided

There is no record of last month's decisions, or who owns the actions.

SPONSOR, ASK:

“Where is our decision log, and who owns each action?”



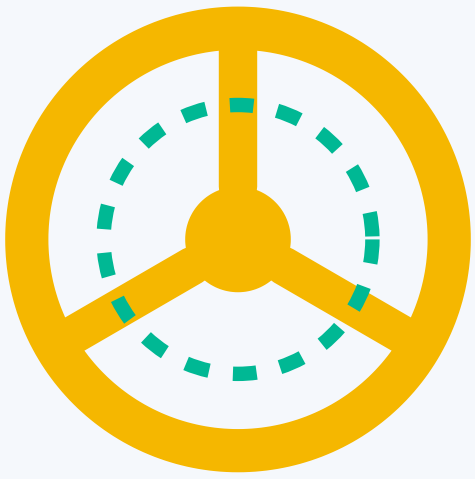
Warning sign 3 of 5

The wrong people are in the room

Delegates without authority attend, so decisions are deferred.

SPONSOR, ASK:

“Can everyone here commit their part of the organisation?”



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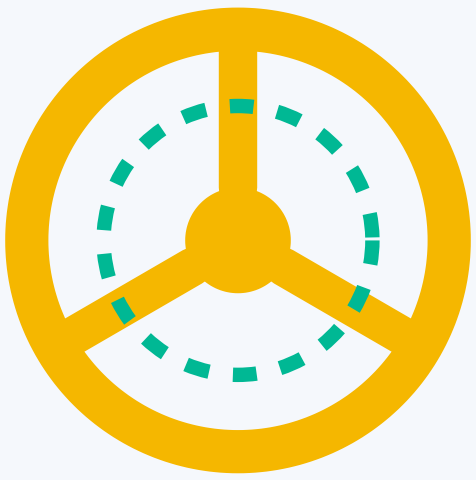
Warning sign 4 of 5

The pack arrives on the day

Members read the papers in the meeting instead of before it.

SPONSOR, ASK:

“Can we have the pack two working days before we meet?”



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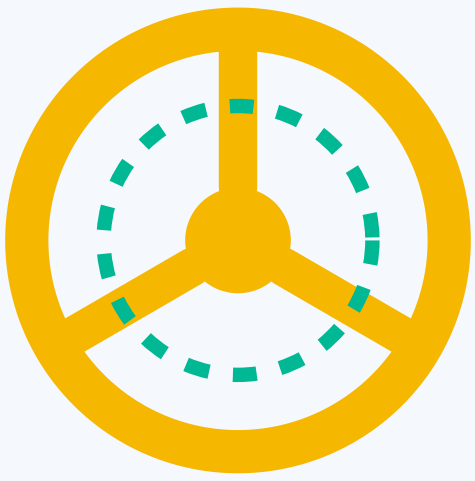
Warning sign 5 of 5

Problems never reach the committee

Issues are solved, or buried, below the committee.

SPONSOR, ASK:

“What issue have we not been told about?”



The fix

Turn updates into decisions

Before
Pack out 2 working days ahead

During
Decisions first, updates last

After
Decision log shared within 24 hours

- **Put decisions at the top of the agenda**, not at the end.
- **Keep a decision and action log** with names and dates.
- **Agree escalation thresholds** for cost, time and scope.
- **Review membership every quarter.** Authority, not seniority.

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YOUR TURN

What one change made your steering committee work?

Share it in the comments.

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