**Pre-Mortem Outline & Agenda**

To be more united in the Pre-Mortem Meeting, the following agenda and guideline has been established. Although each project will have its own unique challenges, this guide should provide a path to conduct an efficient Pre-Mortem to identify those potential challenges.

This agenda is loaded into Procore as a template in the Meeting Minutes Tool. And can be added to the project by clicking “Create Meeting from Template” in the upper righthand corner of the tool, from the PC.

1. **Attendees:**
   1. Precon – all parties involved
   2. VP
   3. Director of Field Operations
   4. Project team – PM, Super, PE, etc.
   5. 1 additional Super
   6. 1 additional PE
   7. 1 additional PM
   8. 1 additional PD
2. **Meeting Expectations**
   1. Duration - 5 minutes
   2. Lead - Project Director
   3. Purpose – “Set Table” and outline the purpose for the meeting
      1. Encourage each team member take notes to aid in #3 – Individual Assessment
      2. Maintain focus on identifying risk
3. **Project Introduction**
   1. Duration – 20 minutes
   2. Lead – PM / PE
   3. Purpose – General Project Overview
      1. Brinkmann Team
      2. Client – including past history if applicable
         1. Include Design Team
      3. Project Specifics
         1. Scope / Size / Contract Value
         2. Project Location
      4. Construction Schedule Recap
      5. Major Subcontractors
      6. Additional Exhibits to Review (see examples at end of memo):
         1. Cut/Fill Map
         2. Site Utilities
         3. Other site scope (retaining walls, ROW work, etc.)
         4. Building Floor Plans
         5. Building Elevations
         6. Site Logistics
         7. Other job specific documents?
      7. Q/A from the group
4. **Individual Assessment**
   1. Duration – 10 minutes
   2. Lead – Individual
   3. Purpose – Each individual to generate potential Project Failures **(any and all)**
      1. What could slow us down or cause the schedule to not be meet
      2. What are we nervous about?
      3. Any blind spots in the project?
5. **Consolidate Potential Risks**
   1. Duration – 30 minutes
   2. Lead – Project Director
   3. Purpose –
      1. Generate a comprehensive list of potential risks **(large and small)**
         1. Round 1 - Have each participant provide their top risk (no repeats)
         2. Round 2 - Have each participant list an additional risk (no repeats)
         3. Round 3 - Have each participant list a final risk (no repeats)
      2. Identify Top 3-4 Risks
         1. Round 1 – Have each participant identify #1st Highest Risk
         2. Round 2 – Have each participant identify #2nd Highest Risk
         3. Round 3 – Have each participant identify #3rd Highest Risk
         4. Tally Top Risks
6. **Action Plan to Mitigate top 3-4 Risks**
   1. Duration - 25 minutes
   2. Lead – Project Director
   3. Purpose – Facilitate action plans and assign tasks to individuals for follow-up
      1. PM to compile the complete list for tracking purposes