

IT Guardians Meeting



The Guardians Meeting is a weekly meeting held every Monday from 2:00 pm to 3:30 pm, designed to ensure quick feedback and preparation for the quarterly review.

A group of four people (three men and one woman) are in a meeting room. One man is standing and holding a document, while the others are seated. A large orange banner is overlaid on the right side of the image. The banner contains the text 'GUARDIANS MEETING' in large white letters, followed by 'Get your Initiative Approved!'. Below this, it says 'EVERY MONDAY 02:00 - 03:30 PM (Brussels Time)'. There is also a clock icon and a button that says 'TO SCHEDULE CONTACT PORTFOLIO TEAM'. At the bottom of the banner, there is a 'CONTACTS' button and two email addresses: 'simon.mertens@syensqo.com' and 'megane.junqueira@syensqo.com'. The Syensqo logo is in the top left corner of the banner.

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Guardians Meeting Purpose

The goal of the meeting is for you to **present to the Guardians your Initiatives in 15 minutes**, using the **One-Pager Template** provided by the Portfolio Team, according to the phase where you are (Envision, Strategize, Plan or Roll-out).

To secure a slot at the Guardians Meeting and present your initiative, all you have to do is contact the **Portfolio Team** (Simon Mertens or Mégane Junqueira) at least one working day in advance and ask for a slot for the next meeting.

The Guardians

Meet The Guardians of the House & their roles within the Portfolio Process.

The **Guardians** are here to assist you on your journey to getting your initiative approved! They play a crucial role in determining whether your initiatives meet the right requisites to become reality.

Guardians Contacts

Guardian	Name	Checks Needed
Roadmap & Portfolio	Simon Mertens	Strategic fit is analyzed during the Guardians Meeting.
Enterprise Architect	Owen Pettiford	Assess the "architecture review board - ARB". To go the the ARB the Architecture Impact Analyses needs to be done.
Procurement	Alexis BLANCHER	Impact on Procurement is checked with Alexis, his team will assist you & the correct buyer is allocated. • Digital Journey • Contract approval
Compliance & Cyber Security	Thomas GUILTAT Mathieu Toutain	Compliance & Cybersecurity Checks Simple Compliance Questions & Full SIP Assessment.
Controlling	Pranav Narang	Validation of the Workload & Cost and ensures the correct financials rules are followed and request the needed WBS for the Initiative.

- [IT Portfolio Team](#)
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- [Simon Mertens](#)
- [Mégane Junqueira](#)

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- [Mégane Junqueira](#)