

# 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.



# GUARDIANS MEETING

Get your Initiative Approved!



**EVERY MONDAY**  
**02:00 - 03:30 PM**  
*(Brussels Time)*

**TO SCHEDULE CONTACT PORTFOLIO TEAM**

**CONTACTS**

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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         | <a href="#">Simon Mertens</a>                                     | Strategic fit is analyzed during the Guardians Meeting.                                                                                                                                                                                |
| Enterprise Architect        | <a href="#">Owen Pettiford</a>                                    | Assess the “architecture review board - ARB”.<br>To go the the ARB the <a href="#">Architecture Impact Analyses</a> needs to be done.                                                                                                  |
| Procurement                 | <a href="#">Alexis BLANCHER</a>                                   | Impact on Procurement is checked with Alexis, his team will assist you & the correct buyer is allocated. <ul style="list-style-type: none"><li>• <a href="#">Digital Journey</a></li><li>• <a href="#">Contract approval</a></li></ul> |
| Compliance & Cyber Security | <a href="#">Thomas GUILTAT</a><br><a href="#">Mathieu Toutain</a> | Compliance & Cybersecurity Checks Simple Compliance Questions & Full SIP Assessment.                                                                                                                                                   |
| Controlling                 | <a href="#">Pranav Narang</a>                                     | Validation of the <a href="#">Workload &amp; Cost</a> and ensures the correct financials rules are followed and request the needed WBS for the Initiative.                                                                             |

- [IT Portfolio Team](#)
- [IT Guardians](#)
  
- [Simon Mertens](#)
- [Mégane Junqueira](#)
  
- [Guardians Weekly Meeting Minutes](#)
- [Guardians Meeting Agenda](#)
  
- [Mégane Junqueira](#)