

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 photograph of four people in a modern office setting. A man stands holding a document, while three others (two women and one man) are seated, looking at a laptop. Overlaid on the right side of the image is a large orange graphic with white text and icons. The text reads 'GUARDIANS MEETING' in large letters, followed by 'Get your Initiative Approved!'. Below this, it says 'EVERY MONDAY' and '02:00 - 03:30 PM (Brussels Time)'. A calendar icon is also present. At the bottom of the orange section, there is a 'CONTACTS' button and two email addresses: 'simon.mertens@syensqo.com' and 'megane.junqueira@syensqo.com'. A blue button with white text 'TO SCHEDULE CONTACT PORTFOLIO TEAM' is positioned over the seated people.

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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](#)
- [IT Guardians](#)

- [Simon Mertens](#)
- [Mégane Junqueira](#)

- [Guardians Weekly Meeting Minutes](#)
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- [Mégane Junqueira](#)