

## 2012 IT Governance Planning Summit Scribe Sheet

### Group Breakout 1

#### The Role of a Scribe

A scribe:

- Captures and records the proceedings of the breakout sessions to assure the group can accomplish their goals.
  - Documents what is discussed during the workgroup sessions.
  - Helps the group create lists of important points.
  - Summarizes the issues from time to time as to ensure they are documented correctly.
  - Documents all issues, ideas, solutions, and resolutions provided by the workgroup.
- 

1. **What are the most important outcomes of a successful IT Governance process? How can success be measured?**

2. **What is the most effective way to sustain collaborative decision making processes in ITG?**

3. **How do we improve communication to constituents and between governance groups?**