Tuning Session Overview
Our new quarterly review process has been rebranded as the **Tuning Session**.

Tuning forks work by releasing a perfect wave pattern to match a musician's instrument. Similarly we will use the Tuning Session to finetune the work of the Foundation, and ensure we’re “pitch perfect” by meeting our MTP commitments.
Purpose of the Tuning Session

- Share our progress towards our Medium Term Plan (MTP), annual plan commitments and ongoing support for Core work.
- Communicate successes and misses; share what we learned.
- Foster collaboration and alignment between teams.
Tuning Session Slide Format

- **Slide Types**
  - *MTP Priority*  
    Foundation-wide focus identified for investment and growth
  - *Key Deliverable*  
    Large scale body of work delivering a product, result, or capability
  - *Drill Down*  
    Deep-dive review of an action which will result in a major change to a MTP Priority, Key Deliverable, or requires C-Team decision making

- **Slide Color System**
  - MTP Priority, Key Deliverable, and Drill Down slides utilize a Red/Yellow/Green ‘stoplight’ color code system indicating:
    - **AT RISK**  
      Reported metric is trending away from target
    - **AT STANDSTILL**  
      Reported metric is unchanged
    - **ON TRACK**  
      Reported metric is trending towards target

- For non-MTP segmented activities, departments are welcome to share their desired slide format that clearly and effectively communicates the results of these activities