

Tuning Session Overview



WIKIMEDIA
FOUNDATION



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.

Tuning Fork
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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

