

Digital Modernization All-Hands

Run of Show

Hybrid: In-Person + Microsoft Teams · 10:00 AM – 12:00 PM · ~550 attendees

Names of internal colleagues, leadership, and guest presenters have been redacted to roles for portfolio purposes. The original document is on file. Prepared and managed by LaWanda Johnson, Senior Communications Writer/Editor, WMATA Digital Modernization.

Meeting Schedule

10:00 AM · 2 MIN

Welcome & Agenda

Presenter: LaWanda Johnson, Facilitator · Slides 1–3

Welcome attendees in person and online. Confirm Teams Meeting link is live. Walk through the agenda. Remind virtual attendees how to send questions for Q&A.

10:02 AM · 2 MIN

Safety Contact

Presenter: Sr. Portfolio Manager, DMBO · Slides 4–5

20-20-20 Rule. Encourage attendees to set reminders before the meeting picks up pace.

10:04 AM · 8 MIN

Staff Updates & Look Ahead

Presenter: EVP / CDO · Slides 6–8

Welcome new DM employees and recognize recent promotions. FY26 Look Ahead. Highlight key events May through October. Hard stop at 10:25 AM. Confirm placeholders in Updates slide are filled before the meeting.

10:12 AM · 30 MIN

Guest Presentation

Presenter: Office of the Inspector General · Slide 9

Introduce OIG guests. Full 30 minutes. Online producer monitors chat. **Hold all questions: Q&A is at the end of the meeting. Hard stop at 10:45 AM.**

10:45 AM · 10 MIN

Team WINS

Presenter: EVP / CDO · Slides 10–11

Team WINS across Cybersecurity, Fare Collection, Public Website, and MetroWeb. **Hard stop at 10:55 AM.**

10:55 AM · 15 MIN

Peer Kudos

Presenter: Emcee / Host + EVP / CDO · Slide 12

Floor open for staff to recognize colleagues publicly. Emcee calls on raised hands in room and monitors Teams chat for virtual shoutouts. Keep energy high. **Hard stop at 11:10 AM.**

11:10 AM · 15 MIN

High-Speed Networking

Presenters: Emcee (In-Person) + Online Producer (Virtual) · Slides 14–17

In-Person: Everyone stands. 3 rounds × 3 minutes. Emcee signals each rotation. **Virtual:** Producer opens random breakout rooms (4–5 per room). Teams timer set to 3 minutes. Three rounds with random reassignment each round. **Prompt in chat:** "Your name, your department, one project you are working on, and one thing people might not know about you." Emcee and producer sync on back channel. Closing slide displayed after final round.

11:25 AM · 10 MIN

Project Presentation

Presenters: Project Leads · Slides 18–30

Project roadshow: what it is, why we're changing, what's changing, how to prepare. Key dates and resources shared. Direct staff to the project mailbox and intranet site for questions.

11:35 AM · 25 MIN

Q&A & Closing

Presenters: Emcee / Host + EVP / CDO · Slides 31–32

Open Q&A covering all segments. Collect questions from the room and Teams chat. Recap key takeaways. **Thank all presenters and attendees. Close Teams Meeting at 12:00 PM sharp.**

Pre-Show Checklist

- Fill in placeholders on Staff Updates slide
- Brief executive sponsor on hard stops at 10:45, 10:55, and 11:10 AM
- Communicate OIG hard stop at 10:45 AM in advance
- Remind all presenters that Q&A is held until the end
- Test Teams Meeting breakout room setup before the event

- Brief Online Producer on 3-minute round timing and back-channel sync with Emcee
 - Confirm presenters have access to the deck
 - Post Teams Meeting link in the pre-event communication and calendar invite
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This Run of Show is one of multiple produced for WMATA Digital Modernization's quarterly hybrid All-Hands meetings, audience approximately 550 in-person and online attendees. Managed and facilitated end to end by LaWanda Johnson, from concept through event delivery.