



WEBINAR - CHECKLIST FOR PROJECT MANAGEMENT MEETINGS

DIAL 888-650-1507

**START TIME: 5 MINUTES AFTER THE HOUR
WE'LL GO FOR 20 MINUTES UNTIL 25 PAST**

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AGENDA

- Intro's
- Challenges / Goals
- Planning
- Meeting structure
- Agenda template
- Disagreements
- Take-aways



INTRODUCTIONS

- President, Adigo
- Experience at Public and Private companies
- Started as a Product Manager

Some HIGHLY effective Project Meetings 😊

Many not 😞



PROJECT MANAGEMENT

- Rubber hits the Road: Get things done!
- Dysfunction vs smooth running machine
- Extended duration – loooooong impact
- Impacts morale: participants come from different departments

- What does this Mean? >>
 - Organization, interactive discussion



TYPICAL ACTUAL SCENARIO

- Ego?
- Challenge the leader
- Politics??
- Diversity
- 2nd guess implementation

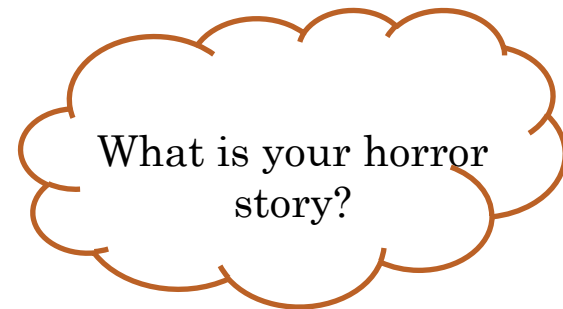


- Turf battles



PROBLEM: DELAYS

- Half way implementations
- Scape goats
- Risks not known
- Schedule changes
- Changing direction and strategy
- Does bad news flow up? (GM ignition switch)



RESULT:

- Finger pointing
- Poor implementation
- Good or Great?
- Lack of buy-in
- Distrust

#1: PLANNING – CHEATING IS ENCOURAGED!



- Don't go Blind!
- Leader does pre-meeting
 - Ground rules for level of prep, expectations
 - Focus on issues requiring coordination
 - Decisions/approvals: clarify trade-offs, criteria
- Attendees
 - Contributors
 - Guests (internal), if positive (near roll out): evangelize, advertise, if convenient
 - Decision Makers.



STRUCTURE

- Mornings, or alternate if different time zones
- 90 minutes max
- Rotate topics if longer time needed
- Distribute agenda 2-3 days prior
- Presentation 1stThen Discussion
- Display notes in real time
- If major issue or crisis, welcome the elephant into the room (acknowledge the issue early).
 - But handle it offline
 - Committee! Non-profits do this very well
- Consistent and regular format is critical for speed

AGENDA – TEMPLATE IT!

- Robert's Rules (without the formality)
- Must-haves:
 - Apologies
 - Actions from last meeting
 - Status updates:
 - Internal communication needed? (department/company wide)
 - Focus on dependencies
 - Areas for optimization
 - Risks and Issues
 - Scope, specification, phases, goals



AGENDA – PART 2

- Schedule
- Quality
- Budget Review
 - Financial
 - Other Resources
- Next meeting
 - Action items

AGENDA – OPTIONAL

- Decisions
 - Who and where is the Decision Maker?
 - Is available data enough?
 - Separate meeting just for decision?
 - Discussion focused (otherwise take an offline vote)
 - Risk assessment
- Improvement
 - Scoring
 - Changes – try something new on a regular basis
 - Feedback mechanism for leader

DISAGREEMENTS

- Take a break
- #1 – Scope. Is it fully understood?
- Stop. Identify next steps:



Later, in a different meeting with the right people and proper format

- #2 – Possible solutions >>
 - Offline
 - Identify other resources needed
- #3 – Root cause analysis, and fix



DOCUMENT!

- Recording - so easy!
- Notes are best done live with everyone viewing
- Date and Attendees
- Agenda
 - Discussion points
 - Action items

Take-aways

1. Pre-plan so no surprises
2. Consistent structure, agenda
3. Focus on areas of coordination
4. Clearly outline decision trade-offs
5. Score and improve it!





QUESTIONS?

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How helpful was this? 1 (not much) – 5 (super)

For links, details and references, see our Thursday
blog post: <http://blog.adigo.com/>

