

# Huddle Protocol

## Purpose

### Identify and avoid potential delays\*

- Ensure everyone has everything they need
- Manage queued tasks waiting in the backlog
- Ensure priorities are clear and correct
- Focused effort, no multitasking
- Manage blockages
- Better teamwork

\* focus mostly but not only on the critical path

## Not the Purpose

- Update Playbook
  - (Come prepared – update your tasks in advance)
- Not a status meeting
  - (Share new, relevant info)
- In-depth technical conversations
  - (Offline them)
- Pointing fingers
  - (Look for ways to help the team to be successful)

## Preparation

- Open the Huddle tab
- Select projects & resources on the team
- Sort Resources by Criticality
- Zoom in to a 3-day view
- Show Slack in the calendar and backlog

Review today's tasks

Select each task except for Monitor tasks

Are you blocked?

No

Yes

Understand the cause and determine how to resolve it

Do you have everything You need?

No

Yes

What do you need and who do you need it from?

Check the resource loading dial

Are you overloaded?

No

Yes

Pull in tasks for today or ways you can help the critical resource

Get help to prioritize your tasks

Review backlog tasks

Select each queued task

Are your priorities correct?

No

Yes

Adjust tasks accordingly

Huddle is over!  
Use Calendar Blocking to focus on your tasks