

PMO SIG February 2012 Meeting Summary

SIG Decision: With light attendance tonight, the SIG chose to focus on reviewing progress and planning next steps for the June chapter meeting.

Planning Topic: PMO SIG Running June 2012 PMI Westchester Chapter Meeting

Concept for meeting

Three Part Meeting Concept and Volunteer Teams

1. Introduction on the basics of what a PMO is and does.
Time: 10 minutes
Team: David Morgen, Richard Loeb, Carl Gessman
2. Group breakouts for interactive discussion, in 'game show' format
Time: 30-35 minutes
Team: Carol Gingold, Jason Fox, Dan Walsh
3. Discussion summary, wrap up, conclusion
Time: 10-15 minutes
Team: Carol TBD

Interactive 'Game Show'

1. Some sample PMO questions for 'game show' group discussion were distributed for feedback. Discussion points:
 - a. 4 to 6 questions should be planned.
 - b. Each question could take 7-10 minutes: 1 minute intro, 2 minutes discussion, 4 minutes reporting from groups, 1 minute conclusion
 - c. To match "Family Feud" format, questions need to have multiple answers, ranked by a poll. These questions will take longer
 - d. A few shorter questions, e.g. single choice answer, true/false, should be mixed in.
2. For "Family Feud" simulation a poll for answers prior to the meeting could be done.
 - a. Survey Monkey is an option to poll chapter members for answers and rank most popular responses. Other chapters could be included in the survey.
 - i. Positive: Broad reach, automated distribution and collection
 - ii. Negative: Free use of Survey Monkey may be limited
 - iii. Uncertain: Use of PMI chapter mailing list to distribute survey
 - b. A paper survey could be distributed at a chapter meeting.
 - i. Positive: Low tech
 - ii. Negative: Limited to attendees, manual processing of results

- c. Any chapter survey needs to be done soon, e.g. announce in March, survey in April, compile data in May
 - d. A 'Plan B' is needed if the survey yields poor results
 - e. Another option is to survey the SIG members as PMO poll 'experts'.
3. Breakout team management should be kept simple, to keep meeting progressing.
- a. Divide attendees into 4 teams seemed ideal
 - i. Positive: 4 reports for each question
 - ii. Negative: If large attendance, teams are large
 - b. PMO SIG members should be planted in each team, to facilitate discussion and answer consensus in 2 minutes
- Game Show Team to work on question development
 - David, Larry & Wayne will investigate use of Survey Monkey, PMIW Chapter Mailing List, other chapters participating in survey.

Introduction: "What is a PMO?"

1. The Introduction team has prepared an introduction (work in progress), which addresses "What is a PMO?"
 - a. Research and collaboration notes can be 'boiled down' to a few PowerPoint slides for presentation.
 - b. At least one question in the game show should relate to the material presented in the introduction
- Introduction Team to continue work on development
 - Richard will send intro materials to Game Show Team (Jason will distribute to team).

Summary and Conclusion

1. With the first two parts of the meeting under way, planning the summary and conclusion should begin. Additional volunteers needed.
 2. Possible awards/prizes for game show winners? Need to consider that winner is an entire team, possible ties.
 - a. Books from the PMIW library?
 - b. Inexpensive token gift funded by PMO SIG member donations?
 - c. Photo and fame in newsletter or chapter web page?
 - d. Anything PMI chapter might fund or provide?
- Mayra volunteers to help with Summary and Conclusion including creation of a "Resource List" for use in one or more of the 3 presentation segments
 - Adella Rosenthal will investigate award options with the chapter

Next Meeting Agenda

1. June Chapter Meeting Planning Discussion (max 20 minutes)
 - a. Updates from planning teams
 - b. Volunteer(s) for meeting summary and conclusion
 - c. Next steps
2. PMO Lifecycle, Part 2 - Sustaining the PMO

Future Topics to Consider

1. PMO Best Practices to support learning and process improvement within project teams
 2. Coordination to roll out Agile in your organization
 3. Defining the Role of the PMO
 4. Looking at the PMO from the Outside
 5. Supporting Organizational Decisions
 6. PMO Governance and Portfolios
 7. PMO Resources - Templates, Websites, etc.
 8. Client Cultures
 9. The PMO and Cross Organizational Matrix Management
 10. Model PMO Job Descriptions (Maude Fribourg has sample, find others)
 11. Keeping PMOs Active *ref: June 2011 PMO SIG minutes*
 12. PMO – Current and Future *ref: June 2011 PMO SIG minutes*
 13. PMO Practices vs. Upper Management *ref: June 2011 PMO SIG minutes*
 14. PMO Promotion in the Academic World *ref: June 2011 PMO SIG minutes*
 15. ★ Lifecycle of a PMO, how to start one and pitfalls at different stages of the lifecycle
 16. Trend for PMOs toward coaching role *ref: Charlene Draine, November 2011*
- ★ *In Progress*

Attending: Adella Rosenthal, David Kabat, Jason Fox, Larry Cooke, Louis Kural,
Mayra Rodriguez, Paul O'Connor, Richard Loeb, Wayne Winders

February 14, 2012
7:45 – 8:45 PM

Chair: Paul O'Connor, PMP
oconnorpmp@optonline.net

Scribe: Jason Fox, PMP
jpjfox@gmail.com