PMO SIG December 13, 2011 Meeting Summary

Main Topic: Develop Specific Concepts for June 2012 PMI Westchester Chapter Meeting

Dan Walsh (filling –in for David Morgen) opened the meeting at 8:05 PM and handed out and briefly reviewed the Summary of the November SIG meeting including the survey results. Most of the meeting was devoted to setting up the June 2012 PMO presentation to the PMI Westchester monthly meeting.

Following a brief discussion of the survey, the basics, and some of the possible variances, it was agreed the program level for the June 2012 presentation will be mixed. With the content level mix at approximately 25% advanced 50% mid-level and 25% entry-level.

The June 2012 PMO presentation for PMI Westchester will be segmented into three (approximate) 20 minutes intervals:

1. SIG driven opening covering the basics of what a PMO is, with some audience interaction.

2. Interactive audience participation (Perhaps using a TV game show format such as family feud) on their experiences with PMO (broken into 3 categories: 1) People who work in a PMO, 2) People who work with but not in a PMO 3) People unfamiliar with a PMO.

3. SIG led program wrap-up summary –"Take-home values"

For the first segment, a general discussion/presentation will take place (from PMO SIG) on what a basic PMO is with information on such things as:

- Level of expertise
- Outsourcing
- Resources
- Skills
- Program or Portfolio Management
- Financial
- Establish Standards and Policies
- Relationship to Project Managers
- What needs to be done to assess moving forward with considering and initiating a PMO

For segment two, a TV game show format or something similar will require the creation of a survey (to be created at the Jan 2012 PMO SIG meeting) and its implementation (at the Feb 2012 general PMI Westchester Meeting). The survey would cover the background of existing PMO's and PMO Ideals as experienced by the general PMI Westchester audience. The PMO Sig will continue to discuss the format and finalize it once we have the survey results (probably at the March PMO Sig meeting).

Segment three would be a wrap up on (trends, next actions steps, etc.) and how to set up a basic PMO.

With the June event deadline and winter months quickly approaching, the meeting turned to resolving these specifics:

- Overall structure for the June 2012 Meeting should be decided upon promptly.

- Where is the June meeting scheduled (for planning purposes)?
    - Paul O'Connor returned to the meeting and agreed to check the schedule (Antun's location later confirmed) and to assist Carl with notes.

- If the "Family Feud" format is used for the middle program segment, a compilation of the "most popular" answers to our questions is needed.

- A February survey could be used to segment the audience for the interactive "game show" format (into Basic, Mid-level and more Advanced?).

It was suggested that we base the June presentation on the 3 E Presentation Design Method, fully utilizing Enthusiasm, Energy and Engagement to create a successful program.

It was also suggested that the PMO SIG Resource Materials posted on the PMIW website are very valuable and should be examined for their respective value in preparing our presentation.

Meeting closed at: 8:45 PM

Attending: Adella Rosenthal, Carl Gessman, DanWalsh, David Rabinowitz, Maude Fribourg, Marlo Moss, Paul O'Connor, Richard Loeb, Roya Riazo

Respectfully Submitted 12/27/11;
Chair: Dan Walsh, PMP
Scribe: Carl Gessman, PMP

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