

PMO SIG May 2017 Meeting Summary

Introductions

SIG attendees introduced themselves briefly

Member Discussion Topic 5/9/17: Meetings Prioritization Techniques

Category: Technical

Discussion:

- Brief discussion of PDU recording
- How to Manage unplanned meeting requests from senior people and others who are hard to decline
 - Meeting time vs time doing heads down work
 - Set priorities and expectations
 - Block out work task time in calendar
- Subject Matter Expert at meetings
 - Role as SME when needed. Answer questions specific to you
 - Multi-tasking participation in several meetings at the same time when you are not leading any of them – not fully attentive
 - Train others to scale expertise and share responsibility
- Be flexible and supportive whenever you can and push back when you have to
- Team health
 - Manage hours worked
 - Avoid employee and team burn-out
 - Understanding and perspective – what are real emergencies vs conveniences
- Always connected / mobile
 - Provides flexibility
 - Can make people feel like they never have down time
- Remote collaboration
 - Virtual teams are more common
 - Technology is critical to successful communications
 - Technology does not always work in all places

Next Meeting

Next meeting is June 13, 2017

PMO SIG Future Discussion Topics to Consider

- Negotiations of Estimates
- Visualizations and Communications
- Using BAs in PMO Models
- How to attract PMs to a PMO
- Value of the PMBOK

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