

PMO SIG December 2017 Meeting Summary

Introductions

SIG attendees introduced themselves briefly

Member Discussion Topic 12/5/17: What a PM Looks Like: Characteristics of a PM

Category: Leadership

Characteristics of a PM:

- Dress the part
 - What is the appropriate dress
 - Match the culture
- Roll up sleeves and get involved

Meetings:

- Food: you can provide food at meetings you host
- Work both sides of the team to help play the role out to liaison to management
- Observe that you are “Here to help”
- Lead by example
 - How will people see you as a leader
- In general, people don’t like meetings
- Always use an agenda and follow up with minutes
- Respect corporate geographies and cultures
- Have a purpose
- PM sets the tone
- Respect people’s time
- Use the start 5 minutes after the hour, and end 5 minutes before the hour to allow for meeting transfers
 - Will only really work under full corporate compliance
- Use “Placeholder meetings”: does anyone have anything?
- Set ground rules
 - No laptops
 - No cell phone usage
 - Stop “talkers”
 - Control the meeting, there is a limited amount of time
- Big projects have steering committees
- Traits of a successful meeting:
 - Purpose, timeliness, accomplishments...and you “look” like a PM
- Pay attention to your level of being authoritative
- Do you follow up with what you say
- Overtime
 - Needed, is it wasted time,
 - Is it an indication that you are not working efficiently
- The PM is the ultimate optimist and liaison

SIG Meeting adjourned.

Next Meeting

Next meeting is January 9, 2018

Participants: Adella Rosenthal, Charles R. Cante, David Morgen, Howard Paul, John Grazier, Maria Hulbert, Marlo Moss, Ray Francis, Richard Loeb, Scott Morrison, T. T. Ruwan Fonseka, Wayne Winders,

December 5, 2017

Chair: David Morgen, PMP
Scribe: Richard Loeb, PMP
Assisted Scribe: Charles R. Cante