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PMGT 501  
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**Outline a Best Practice for conducting weekly team meetings, including an agenda.**

A good best practice for holding team meetings is outlined by Kerzner (2009, p. 242).

Using Kerzner's list as a starting point and adding items from my own experience, a couple of basic guidelines include:

- Always start on time. Waiting for stragglers only rewards bad behavior.
- Develop meeting objectives and an agenda. Be flexible with the order of the agenda, but don't let the meeting get off track.
- Make sure each member contributes. If they don't contribute to the meeting, they probably shouldn't be there.
- Make sure all needed decisions are made. If no decisions are made the meeting may not have been necessary.
- Challenge your team members when necessary. Everyone should understand why decisions are made and the team must be committed to the decisions.
- Make sure decisions that require actions are assigned to a responsible individual and are accompanied with target completion dates.
- All decisions and actions should be documented
- All issues should be tracked on the project issues list.

A typical project team meeting might include the following agenda:

## **Agenda**

1. Announcements
2. Schedule Progress Update
3. Issues Log Review
4. Risk Review
5. Other

## **References**

Kerzner, H. (2009). *Project management: A systems approach to planning, scheduling and controlling* (10<sup>th</sup> ed.). Hoboken, NJ. John Wiley & Sons.

Knowledge Areas	Project Management Process Groups				
	A Initiating Process Group	B Planning Process Group	C Executing Process Group	D Monitoring & Controlling Process Group	E Closing Process Group
<b>4. Project Integration Management</b>	4.1 Develop Project Charter	4.2 Develop Project Management Plan	4.3 Direct and Manage Project Execution	4.4 Monitor and Control Project Work 4.5 Perform Integrated Change Control	4.6 Close Project or Phase
<b>5. Project Scope Management</b>		5.1 Collect Requirements 5.2 Define Scope 5.3 Create WBS		5.4 Verify Scope 5.5 Control Scope	
<b>6. Project Time Management</b>		6.1 Define Activities 6.2 Sequence Activities 6.3 Estimate Activity Resources 6.4 Estimate Activity Durations 6.5 Develop Schedule		6.6 Control Schedule	
<b>7. Project Cost Management</b>		7.1 Estimate Costs 7.2 Determine Budget		7.3 Control Costs	
<b>8. Project Quality Management</b>		8.1 Plan Quality	8.2 Perform Quality Assurance	8.3 Perform Quality Control	
<b>9. Project Human Resource Management</b>		9.1 Develop Human Resource Plan	9.2 Acquire Project Team 9.3 Develop Project Team 9.4 Manage Project Team		
<b>10. Project Communications Management</b>	10.1 Identify Stakeholders	10.2 Plan Communications	10.3 Distribute Information 10.4 Manage Stakeholder Expectations	10.5 Report Performance	
<b>11. Project Risk Management</b>		11.1 Plan Risk Management 11.2 Identify Risks 11.3 Perform Qualitative Risk Analysis 11.4 Perform Quantitative Risk Analysis 11.5 Plan Risk Responses		11.6 Monitor and Control Risks	
<b>12. Project Procurement Management</b>		12.1 Plan Procurements	12.2 Conduct Procurements	12.3 Administer Procurements	12.4 Close Procurements