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Homework Assignment: #WBS 5.5

PMGT 501

Date: October 28, 2012

ePortfolio Matrix Correlation: C-10 (Executing – Communications)

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* (10th 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 |
| 4. Project Integration Management | 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 |
| 5. Project Scope Management | | 5.1 Collect Requirements 5.2 Define Scope 5.3 Create WBS | | 5.4 Verify Scope 5.5 Control Scope | |
| 6. Project Time Management | | 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 | |
| 7. Project Cost Management | | 7.1 Estimate Costs 7.2 Determine Budget | | 7.3 Control Costs | |
| 8. Project Quality Management | | 8.1 Plan Quality | 8.2 Perform Quality Assurance | 8.3 Perform Quality Control | |
| 9. Project Human Resource Management | | 9.1 Develop Human Resource Plan | 9.2 Acquire Project Team 9.3 Develop Project Team 9.4 Manage Project Team | | |
| 10. Project Communications Management | 10.1 Identify Stakeholders | 10.2 Plan Communications | 10.3 Distribute Information 10.4 Manage Stakeholder Expectations | 10.5 Report Performance | |
| 11. Project Risk Management | | 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 | |
| 12. Project Procurement Management | | 12.1 Plan Procurements | 12.2 Conduct Procurements | 12.3 Administer Procurements | 12.4 Close Procurements |