

Project Meeting

02/08/2018 09:00 - 13:00

Attendees

Connie Nielson, Dustin Parks, Elliot Anderson, Ervin Divers, Fatima Campbell, Jennifer Nichols, John Hamilton, Letisha Parkinson, Liam Pettit, Will Baker

1. Instructions

08:00-08:15

Presenter(s): Elliot Anderson

Description The Monthly Project Review meeting should prioritize the projects to be reviewed, such that key projects of major concern are reviewed first.

2. Review Project Dashboard

08:15-09:30

Presenter(s): Jennifer Nichols

2.1. Number of Active Project on time and Budget

Presenter(s): Jennifer Nichols

2.2. Number of Projects More than 10% late

Presenter(s): Jennifer Nichols

2.3. Number of Projects Less than 10% late

Presenter(s): Jennifer Nichols

2.4. Total Number of Projects in Active Portfolio

Presenter(s): Jennifer Nichols

3. Project Review

09:30-11:30

Presenter(s): Jennifer Nichols, John Hamilton, Will Baker

Description Each Project Manager should be prepared to discuss the following items:

- An overview of the selected project's status
- Review the project's Cost, Scope, Schedule and Quality (CSSQ)
- Discuss any key issues or risks that need to be escalated (impact to schedule, budget or quality of deliverables)
- Comments regarding staffing/training or any problems areas (such as rotation, turnover, or resource constraints)
- Review recent results of any Quality Assurance Reviews.
- Review recent Approval to Proceed / Approval to Implement document to verify that appropriate approvals are being obtained as required.

3.1. Review of Key Red Status Projects

Presenter(s): Jennifer Nichols, John Hamilton, Will Baker

3.2. Review of Key Yellow Status Projects

Presenter(s): Jennifer Nichols, John Hamilton, Will Baker

3.3. Review of Key Green Status Projects

Presenter(s): Jennifer Nichols, John Hamilton, Will Baker

4. Project Schedule

11:30-12:00

Presenter(s): Ervin Divers

4.1. Projects scheduled to complete in the next 30 days

Presenter(s): Ervin Divers

4.2. Projects scheduled to start in the next 30 days

Presenter(s): Ervin Divers