

## **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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