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“The Art of Project Management”

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Hall's
Guesthouse
October 25

The Art of Project Management

Join us Wednesday, October 25, 2006 to hear Carrie Stanley of International Truck speak on the Art of Project Management. International Truck is a leader in the heavy-duty truck industry. Carrie will discuss her experience with hands-on project management techniques in a fast-paced and highly competitive industry.

RSVP now to for dinner and/or the presentation.

TEAM EXCELLENCE

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TEAM EXCELLENCE CHECKLIST

Playbook For Coordination

1. What Is The Specific Outcome Or Activity That The Team Is Responsible For? (Are They Solving A Problem (Solution), Resolving An Issue (Agreement), Or Testing A New Method (Preferable?))
2. Who Is The Team Sponsor & What Are The Performance/Outcome Standards?
3. Does The Team Possess Or Have Access To Sufficient Resources? (What New Equipment, Capital, Support, Etc. Will Or Might Be Required?)
4. Is The Team Made Up Of The Right Players? (Are Team Mates Skillful, Knowledgeable And Innovative Enough To Produce The Desired Outcome?)
5. Do All Team Mates Have A Roster That Is Dedicated Solely To Names, Numbers & Addresses Of The Team?
6. Has A Plan Been Prepared That Clearly Communicates Expected Team Actions, Handoffs And Outcomes?
7. Does Everyone On The Team Use A Planner To Schedule & Follow Through On Team Actions?

Fundamentals For Execution

1. Have All Team Mates Made Overt Commitments To Do Their Individual Best & To Work For Team Excellence?
2. Do Bosses To Whom Team Mates Report Adjust Workloads & Priorities To Allow For Team Participation?
3. Do Team Mates Look For Improvement Opportunities & Bring Them To The Team For Consideration?
4. Do Team Meetings Include Only Those People Who Are Required In Order To Accomplish The Meeting Objective?
5. Does The Team Leader Prepare & Distribute Team Meeting Summaries To The Entire Team & Others Who Need To Know?
6. Does The Team Practice Consensus When Considering Issues, Opportunities Or Problems? (Everyone's Opinions & Options Are Voiced & The Best Team Action Is Synthesized By The Leader.)
7. Do Team Mates Take Note Of & Comment On The Unique Contributions Of Others?
8. Do Team Mates Ask For Help Only When It Is Absolutely Essential?

Leadership For Direction

1. Does The Leader Establish & Maintain A Strong Relationship With The Team Sponsor?
2. Does The Leader Schedule & Protect Enough Time To Do All Of The Necessary Activities?
3. Does The Leader Make Team Decisions When Necessary & Delegate Decisions When Appropriate?
4. Does The Leader Use Plans & Performance Information To Anticipate & Pre-empt Problems Or Shortfalls?
5. Does The Leader Support, Encourage & Have Fun With Team Mates?
6. Does The Leader Identify & Remedy Conflicts Between Team Mates, Team Mates & Their Bosses & Others Who Might Impact Team Success?

