CDC UNIFIED PROCESS CHECKLIST

PROJECT TEAM STATUS MEETING AGENDA

Purpose

The purpose of this document is to provide a quick reference checklist/agenda for use by the project manager to ensure that all appropriate activities related to a **Communication Management – Project Status Meeting** have been addressed.

Activities Checklist

This section provides a checklist related to the practice of **Communication Management**, specifically an agenda for conducting a **Project Status Meeting**. The checklist/agenda can be used to assure that the project has completed the activities associated with conducting an effective **Project Status Meeting**.

Project Status Meeting Agenda – Preparation Activities
Review meeting minutes from prior meeting
Review/Address action items and deliverables assigned from prior meeting
Analyze variances of task reviewed above and brainstorm actions to correct them
Ensure that everyone has access to the updated project plan
Review project plan
Review task/project updates from team
Review organizational affects on project plan
Review responsibilities of the project team
Review project resources for correctness, under allocation, over allocation, etc.
Review organizational affects on project resources
Review and identify resource needs and required skill set
Review and identify risk and issues, and possible resolution
Review ideas for making-up time, cut costs, reducing duration, etc.
Review documented action items
Review documented meeting minutes
Review resources, schedule, deliverables, milestones
Analyze task variances and brainstorm actions to correct them

Project Status Meeting Agenda – Meeting Activities
Review/Address action items and deliverables assigned from prior meeting
Review/Address any new team issues
Review above tasks and brainstorm actions to correct them
Review project status reports
Review task/project updates from team
Review responsibilities of the project team
Identify resource needs and required skill set
Identify risk and issues, and possible resolution
Ideas for making-up time, cut costs, reducing duration, etc.
Document action items
Document meeting minutes
Post Meeting - Save meeting minutes to Project Notebook/documentation/file location, and make accessible to the project team
Post Meeting - Follow-up with email confirming resource responsibilities for action items and deliverables out of the meeting