



**Breakfast Roundtable South (Mentor)
Notes from Meeting of January 6, 2006**

Meeting Logistics: - the meeting was hosted by Mentor Graphics Corporation and facilitated by George Walker.

Techniques for having technical people ask for help:

- Understand impact of their actions or lack of action in asking for help
- Periodic check-ins – regular intervals
- Use lessons learned as spring board for future
- MBWA (Manage by Walking Around)
- Work as team to encourage collaboration to problem solve
- Use business side (analyst) to assist in solution
- Ensure options for solution are clear
- Communicate as Project Manager to help clarify roles, urgency
- Can be good or bad depending on status. Learning/competence and interpersonal skills – may be times when OK to spend more time, other times necessary to get help and move on.
- Get team on same page
- Ensure team participation, not just Senior member/lead
- Meeting for solution presentation and re-synchronization (can be regular status meeting).
- On cutover days, do frequent 5-10 min “touch base” meeting – Tailgate session
- Must show value for Touch Base/Status Meeting to get participation

Multiple projects competing for the same resources:

- Use data – 15 second rule – to convince Executives of result of changing resources frequently
- Ask business to set priorities
- Bring data/financial plan and result to show impact
- Strongly set priorities – can’t all be No. 1, rank the list and align resources based on prioritization
- Communicate impact of smaller, short-term projects slipping in.
- Make a big deal about the priority project – get everyone on board
- Use Stephen Covey’s scale – Rank urgent/unimportant. Understand quadrant the projects fit in. Understand quadrant resources fit in. Do they match?
- Understand tendency to move to what’s fun – what people like
- Find ways to motivate and create “coolness” factor
- Put best people on big priority project, mentor junior staff on smaller projects
- Small projects never end!
- Acknowledge verbally project ranking to management – may cause change in priority
- Never get caught by surprise
- Get other managers to agree on prioritization and how to handle resources.