

Kick-off and post-mortem:
*How to craft bookend meetings
that people love*

PMI Annual Conference 2016

Leadership Session

Presented by Matthew Douglass

8/26/2016





Worst feedback?

“ You fing f***ed
up and f***ing f***ed
me, you f***ing
f***er.”***







Context Matters



AGENDA

- 1. Challenge and Inspire**
2. Kickoffs: 4 Types of Meetings and DC Method
3. Unite with Clear Narrative
4. Potent Post Mortem
5. Q&A
6. Conclusion



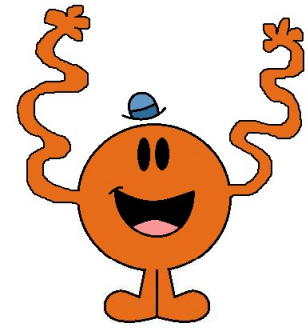




Captain William Swenson "*braved intense enemy fire, and willfully put his life in danger against the enemy's main effort, multiple times in service of his fallen and wounded comrades, his unit, his country, and his endangered Afghan partners.*"



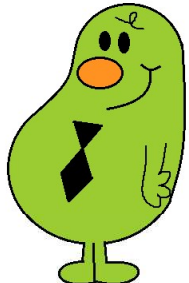




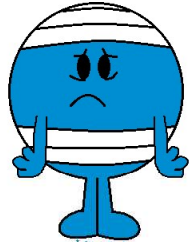
Mr. Sticky



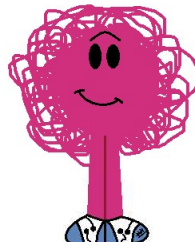
MR. HAPPY



Mr. Nosey



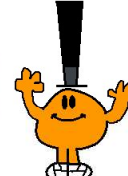
Mr. Bump



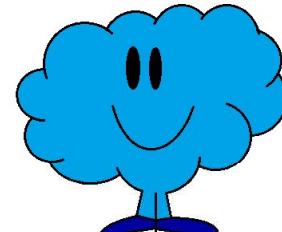
Mrs. Messy



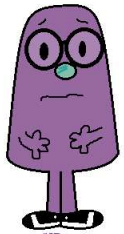
MR. UPPITY



Mr. Small



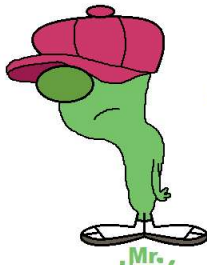
MR. DAYDREAM



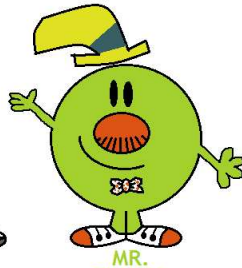
MR. NERVOUS



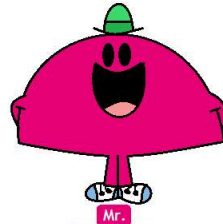
Mr. Noisy



Mr. Lazy



MR. FUNNY



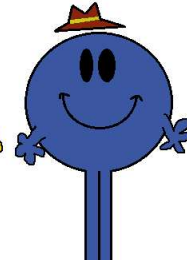
Mr. Chatterbox



Mr. Fussy



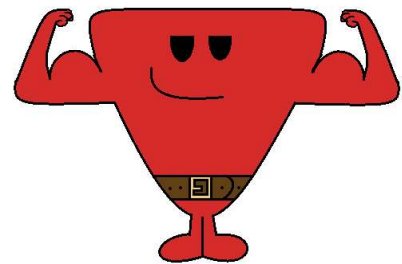
MR. BOUNCE



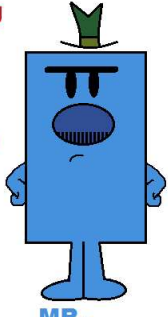
Mr. TALL



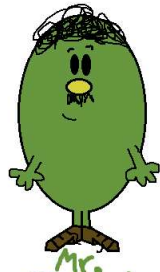
Mr. Scatterbrain



MR. STRONG



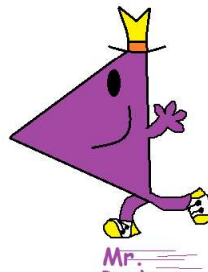
MR. GRUMPY



Mr. Clumsy



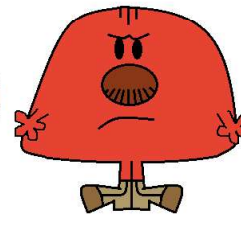
Mr. Quiet



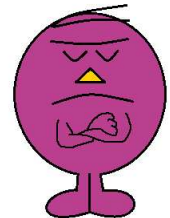
Mr. Rush



Mr. Perfect



MR. RUDE



MR. STUBBORN

Personality Needs

Certainty

Variety

Significance

Love

Spiritual Needs

Growth

Contribution

Human Needs

Certainty

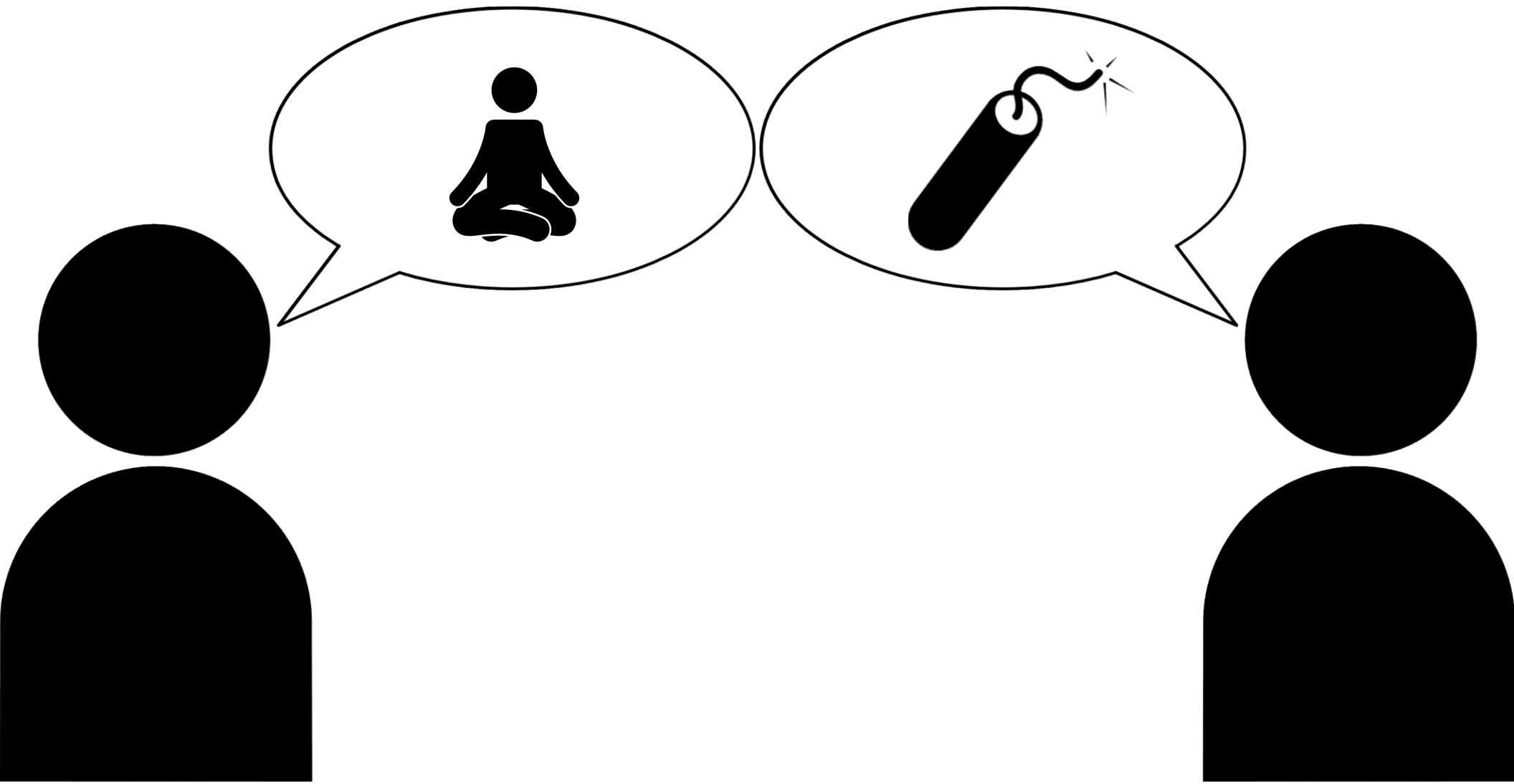
Variety

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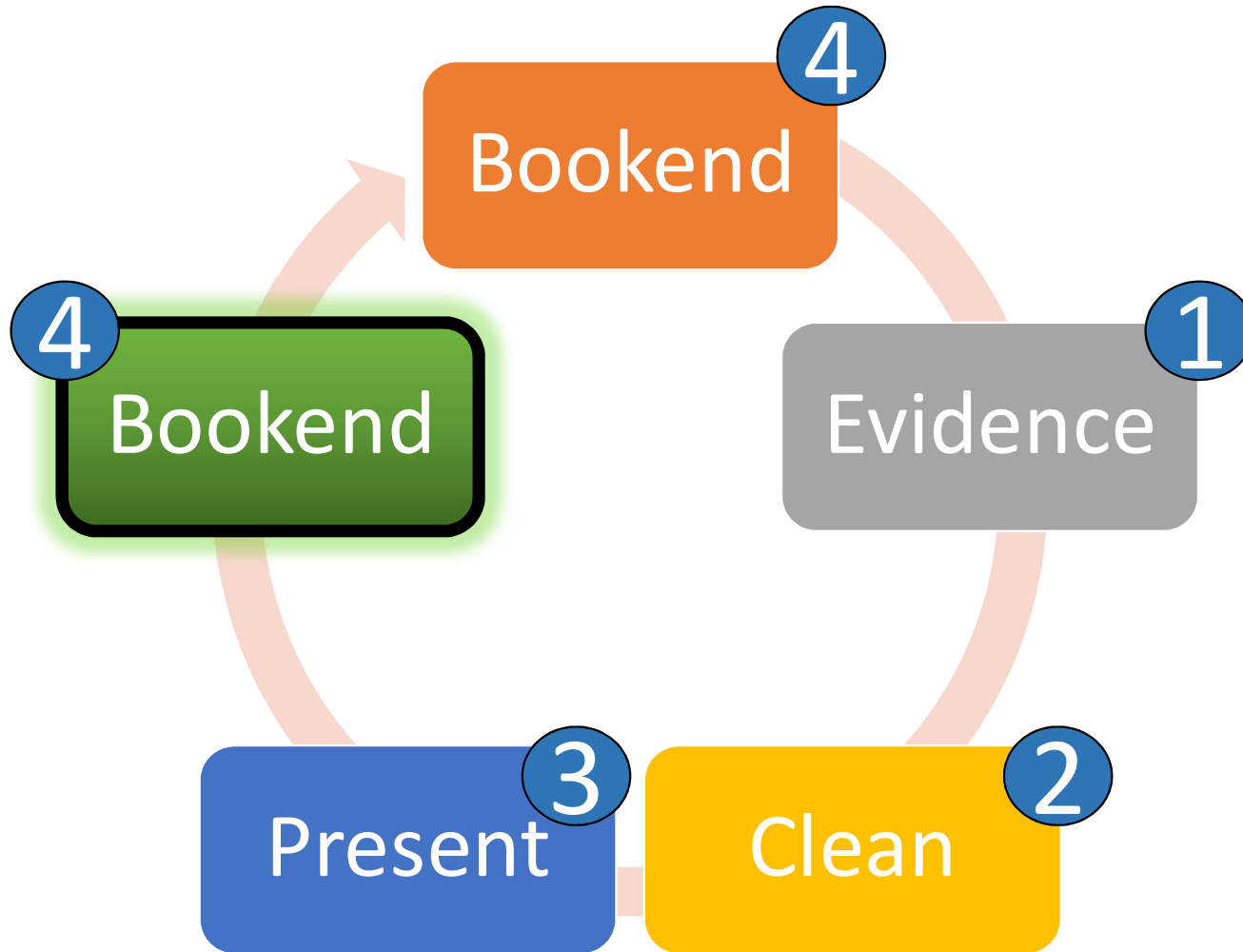
AGENDA

1. Challenge and Inspire
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**Kick
Off**



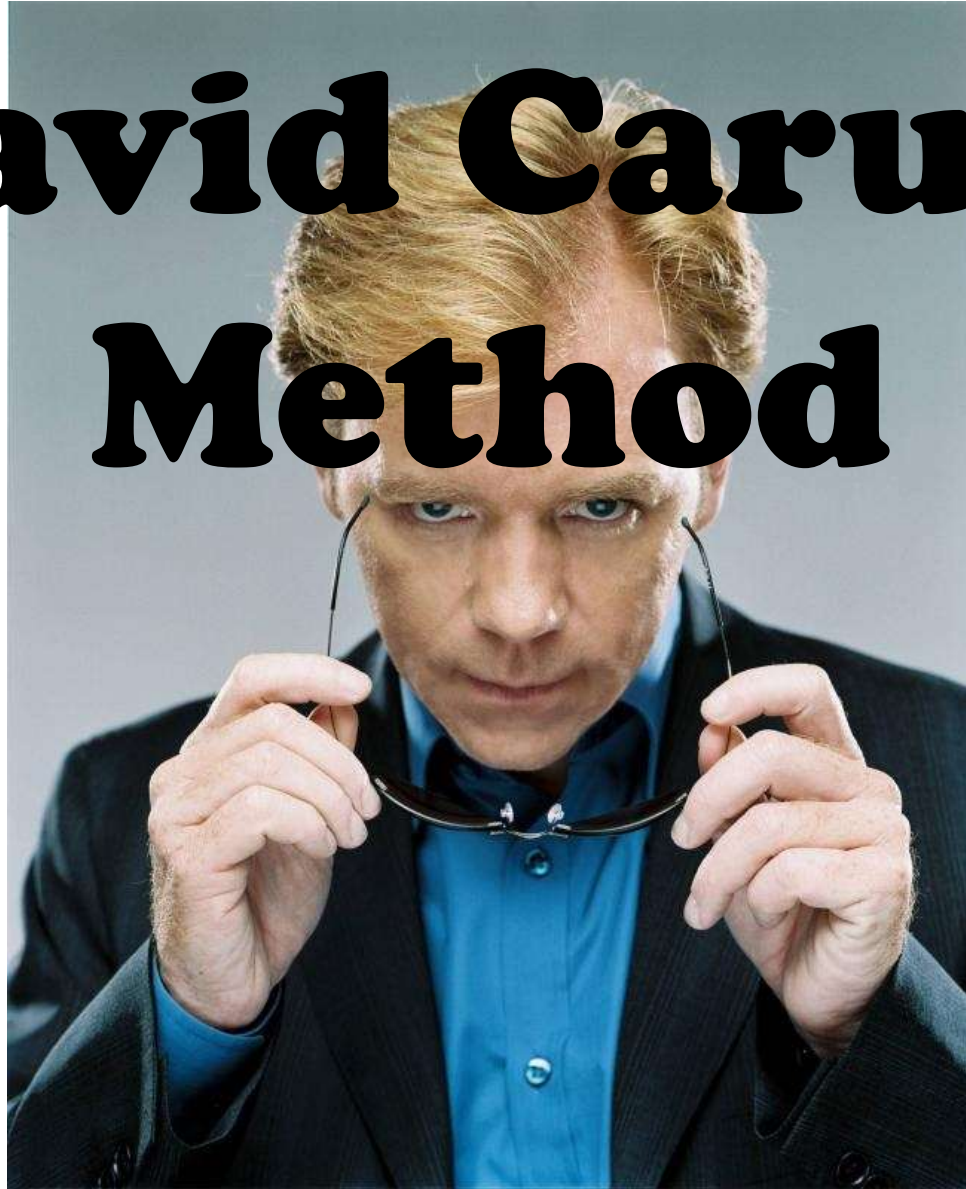
**Post
Mortem**



DC Method

David Caruso

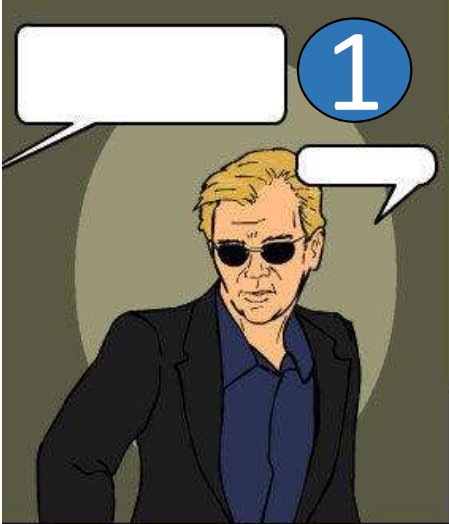
Method





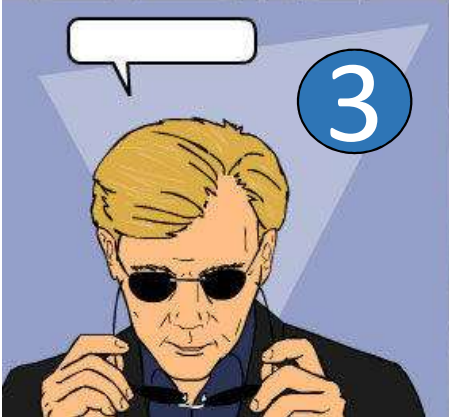


Evidence



Clean

Present



Bookend

Constraints
Risks
KPIs
Staffing
Timelines
Stakeholders
End Users
Content
Legal

Schedule
Deliverables
SOW
Risk Register



Tools
Methodologies
Handoffs
Critical Path
Processes
Milestones
Reviewers
QA

Kickoff
Post Mortem



AGENDA

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Kick off Agenda

1. SUMMARY

1. Introductions
2. Overview
3. Project Plan and Key Milestones

2. METHODOLOGY

1. Standards
2. Client and Delivery

3. CLOSE

1. Questions
2. Conclusion



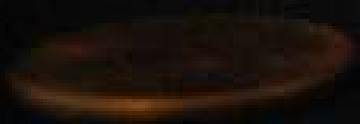
Ask Questions

Presentation

- Most presentations lack dynamic structure
- Slides are constructed to display data
- Presenters simply read their slides
- This would be easier if I sent you a memo
- If a memo is better than this, we have a serious problem





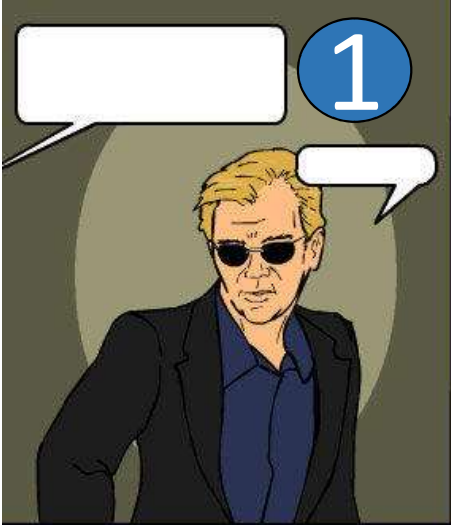


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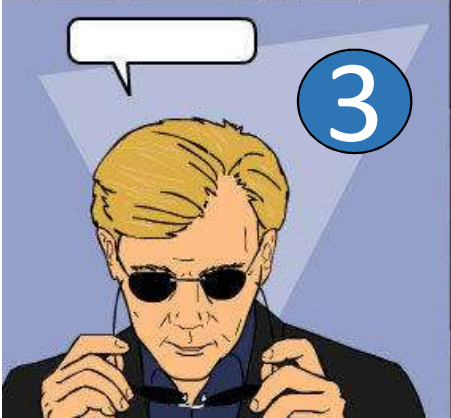


Evidence



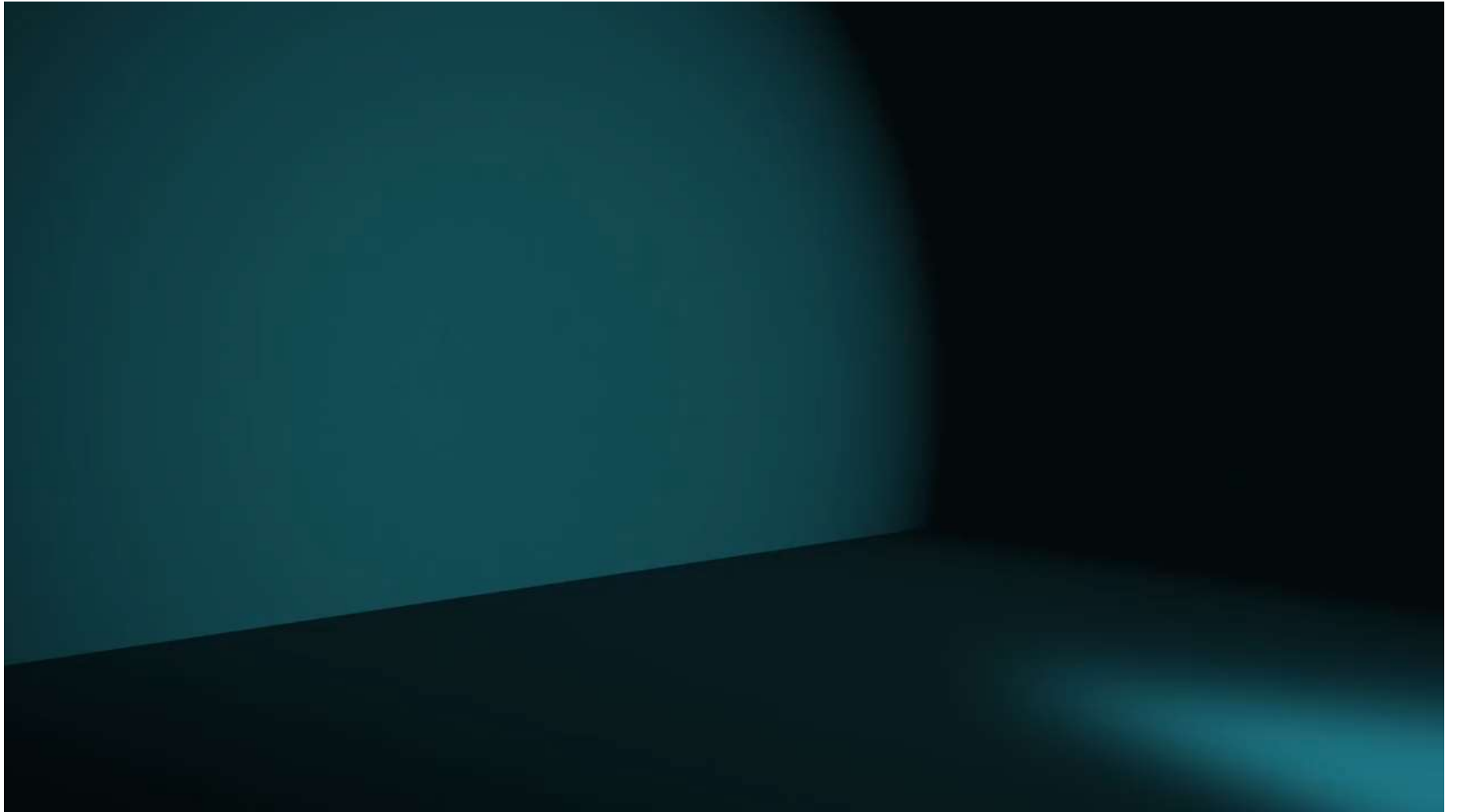
Clean

Present



Bookend









Post mortem Agenda

1. SUMMARY and QvA
 1. Introductions
 2. Overview
 3. Project Plan and Key Milestones
 4. Qualitative Feedback
2. METHODOLOGY
 1. Standards
 2. Client and Delivery
3. CLOSE
 1. Questions
 2. Conclusion



30 **STEPHEN CURRY**

PTS
40

3-PT
5/12

AST
7

STL
2

* CAREER-HIGH OPENING NIGHT POINTS











AGENDA

1. Challenge and Inspire
2. Kickoffs: 4 Types of Meetings and DC Method
3. Unite with Clear Narrative
4. Potent Post Mortem
5. **Q&A**
6. Conclusion

Ask Me Questions

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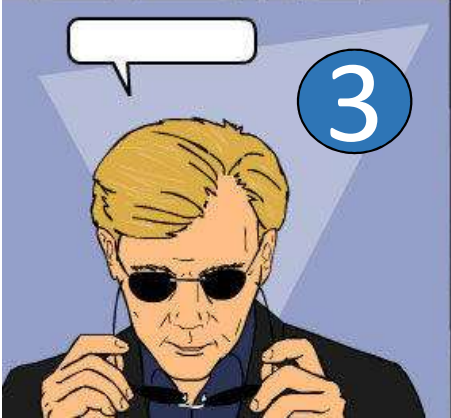
Contribution

Evidence



Clean

Present



Bookend



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THIS NOTE IS LEGAL TENDER
FOR ALL DEBTS, PUBLIC AND PRIVATE

Maryellen S. Atherton
Treasurer of the United States

Series
1996



THE UNITED STATES
OF AMERICA



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Robert E. Rubin
Secretary of the Treasury



ONE HUNDRED DOLLARS



UTAH







Thank you

mdouglass@nelsondouglass.com

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