

LET THE PM CONDUCT A TEAM MEETING PRESENTATION

Nothing pleases a client review board more than having the presenting teams address their critical issues. But nothing prepared this community review board for the presentation they were about to see. First, the review board introduced themselves to the team, who were all seated off in a corner of the room, with only the project manager standing in front of their long table. They noticed something different when he first spoke, as he did not look at any one of them, but turned instead to address the team.

"Thank you, and welcome to our first bi-weekly project team meeting. As you know the DOT has just selected the B+C team to prepare the Interchange Report and Environmental Study for I-95."

"We've got a great team, and I'm happy to be the leader of this team as PM. I'll be leading you through the RJR and PD+E efforts, and I wanted to get started on the right foot. We just received our notice to proceed last week, and I had told them that as part of our management approach, we'd be holding bi-weekly team meetings, and this is our first."

"Let's start with the agenda. You all know me, we've worked together with the preparation of our technical proposal. But let's see who is on the team and do some self introductions."

At this point the review board was beginning to catch on that they were watching a team meeting that was really addressing all their concerns, as the PM continued.

"Remember when we put this team together, this is our core team, but there are others that we've identified who are critical to the project. Remember the organization chart that we prepared for the DOT in the technical part of the proposal. Let me review some of them for you."

"Let's talk about the schedule, which we presented to the Department during the technical part of the presentation. We have a lot of information from our work on the master plan that's going to roll right into the schedule."

"Our approach, as you remember, was based on the wealth of knowledge that we have about the study area, and that we'll communicate this info back to the client in a series of documents that are necessary to move the project forward."

Then he discussed the schedule in detail, pointing out areas where they can shave time off the projected 24 months. During the entire presentation he never directed his attention nor his gaze at the review board lined up right next to him. It was as if they weren't in the room. He closed with a statement about the coordination of their strategically located offices, and concluded by saying

"I want to thank all of you for coming. We'll have another one in two weeks. Reggie, do you have a question?"

One of the team members came forward to the easels, and addressed the review board directly with the following summary.

"Why select B+C? Our enthusiasm. We're a creative team. You've seen an example of that in our format today, and how we approach the project. Our ability and our management approach is reflected in our DOT grades. I'd like to open it up for Q + A. (Long silence)."

The review board acknowledged that they had watched an unusual approach to a presentation, and they went along with it, and awarded the firm the job.

**The secret to this approach can be summed up in three words -
rehearse - rehearse - rehearse.**