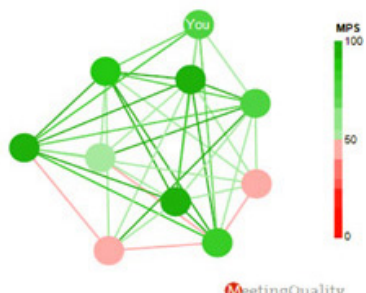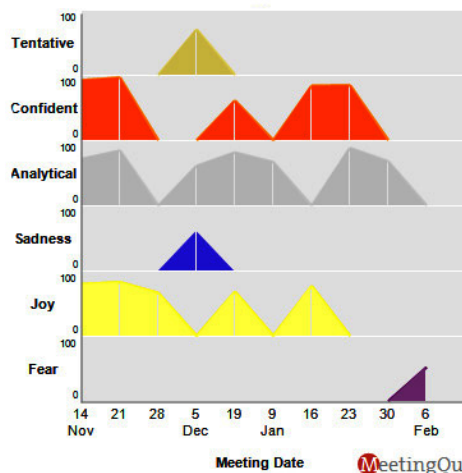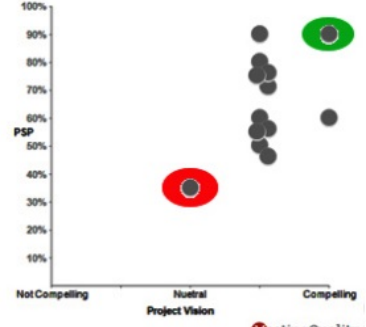# MeetingQuality
Meetings With Meaning

Project Success Family – End User Benefits – p1

This document illustrates selected benefits that MeetingQuality brings to an organization's Project Teams, Agile Teams, Steering Committees, Stakeholder Groups and to the organization itself.

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❶

Provides measurements of relationships between project team members.

Measure Project Team Relationships

- **Pink circles** and **lines** in **Network Map** show impact of two individuals contributing negatively in meetings.
- Circle colour (see scale) shows average strength of participant's meeting contributions over time.
- Connecting line colour (see scale) shows relationship strength between any two individuals in the network.

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❷

Allows clients to take pre-emptive actions to protect project benefits.

Evaluate Project Team Health

- **Project Success Probability (PSP)** [**red line**] is holding steady.
- **Meeting Quality Score (MQS)** (quality of relationships) is declining.
- This indicates team is burning itself out to deliver the project.

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❸

Delivers information to governance committees that enable them to validate project progress.

Agile Portfolio Report

Project	Backlog		Demo		Retro	
	MQS	PSP	MQS	PSP	MQS	PSP
Agile Project A	50%	84%	66%	92%	69%	82%
Agile Project B	-	-	56%	55%	59%	61%
Agile Project C	-	-	66%	74%	63%	64%

Waterfall Portfolio Report

Project	Steering Committee		Project Team		Stakeholders	
	MQS	PSP	MQS	PSP	MQS	PSP
Waterfall Project A	68%	75%	73%	56%	65%	71%
Waterfall Project B	54%	80%	35%	40%	59%	25%
Waterfall Project C	80%	74%	68%	76%	73%	78%

Enhance Steering Committee Governance

- **Portfolio Report** tracks performance across multiple programs/portfolios.
- **Red cells** indicate project team and stakeholders feel **Waterfall Project B** is unlikely to succeed (low **Project Success Probability (PSP)**.
- Steering committee believes **Waterfall Project B** will succeed (high **PSP**).
- This is the classic profile of an over optimistic project manager.

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❹

Advises executives of perspectives and sentiments 'expressed' in the client's organization <u>over time</u>.

Expand Project Sponsor Oversight

- **Emotion/Sentiment Graph** analyzes anonymous action items captured in project meetings over time.
- Artificial Intelligence (IBM Watson) categorizes the types and levels of language tones for each meeting.
- **Graph illustrates:**
  - Tones of **Analytical, Confident & Joy** expressed at most meetings.
  - Tones of **Sadness** & **Tentative** peaked at same time that **Confidence** and **Joy** were lowest.
  - Tones of **Fear** surfaced at most recent meeting (problematic).

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❺

Helps stakeholder groups reliably validate reasons for <u>continuing</u> a project.

Strengthen Stakeholder Project Validation

- One Stakeholder [**green ellipse**] sees a compelling **Project Vision** with a high **Project Success Probability (PSP)** (90%).
- One Stakeholder [**red ellipse**] sees a neutral **Vision** with a low **PSP** (35%).
- Other Stakeholders see a more compelling **Vision** with varying degrees of **PSP**.

Align Project Performance with Organizational Vision and Goals!

MeetingQuality
Meetings With Meaning

Project Success Family – End User Benefits – p2

This document illustrates selected benefits that MeetingQuality brings to an organization's Project Teams,
Agile Teams, Steering Committees, Stakeholder Groups and to the organization itself.

❻

Gives individuals immediate and consistent feedback on how their participation is perceived by peers.

Deliver Real-time Feedback to Participants
- **Meeting Promoter Score (MPS)** graphs show how attendees rate each participant's contribution for each meeting and for all previous meetings.
- Provides real-time participation metrics for recurring meetings
- Allows participants to self-select from meetings where they may add little value.
- Protects participant anonymity.

❼

Conveys early warnings of possible gender-based issues between project team members.

Reveal Gender-Based Rating Differences
- Graph shows gender rating differences in **Meeting Promoter Score (MPS)**
- Female member [*orange elipse*] scored 100% by females but 65% by males.
- Male member [**red elipse**] scored 80% by males but 30% by females.
- Non-systemic issue: only 2 outliers.
- Remedy: new skills for 2 outliers.

❽

Delivers information to governance committees that enable them to validate project progress and gauge process quality.

Track Agile Project Sprint Progress
- **Probability (PSP)** increased steadily.
- In Sprint #2, **Demo Meeting Quality Score (MQS)** dipped (40%) but increased in Sprint #3.
- In Sprint #6, **Backlog MQS** dropped dramatically (25%) as did **Demo** and **Retro MQS** (40%).
- In Sprint #7, **Backlog and Demo MQS** recovered nicely (50% and 62%).
- Agile team self-corrected. Had **MQS decreased** in Sprint #7, external assistance might have been warranted.

❾

Helps stakeholder groups consistently evaluate projects and manage portfolio risk.

Reinforce Stakeholder Risk Management
- Circles represent 11 portfolio projects.
- 1 **Hi Risk-High Value** Project (80%).
- 2 **High Risk**.Projects.
- 9 Projects **Low to Moderate Risk**.
- 6 **Moderate Value** Projects (50-60%).
- 4 **Below Average Value** Projects (39% - 49%).
- Stakeholders might consider pairing the 1 **HR-HV** project with a mixture of projects of lower value and risk to balance overall portfolio risk.

❿

Makes a very small footprint in organizational activities.

Achieve High Impact with Low Overhead
- No technical support required.
- Cloud-based, nothing to install.
- Minimal training for administrators.
- Brief orientations for teams.
- Automated access for attendees.
- Automated reporting to attendees.