

**PMI West Roundtable Meeting Notes
Nike**

September 16, 2005

HOW TO SAY NO TO BUSINESS OF CHANGING REQUIREMENTS

- Gate reviews
- Bullet
- Re-resource
- Re-prioritize
- Selective hearing
- Quantify scope change
- Steering
- Charter approval
- 2 step approval

How to communicate in difficult situations - Where are we and how to we report

- The company has 29 concurrent projects
- Weekly program management meeting
 - Color based dates (red, yellow, green)
 - Reporter should vary. Different person each meeting.
- What is changing - What is different
 - How to present
 - What is the effect
- Integrated work plans
- Monthly check point meetings - just key people
- Type of projects - IT or Other
- Capital success indicators
- Critical success indicators
- One program manager
- Level data flow diagram