

Meetings in Lean PPM™

Implementing Lean PPM™ in your organization happens through a series of regular meetings with specific activities. Here are the meetings, participants and agendas that make Lean PPM™ work.

Meeting	Participants	Input	Output	Activities	Frequency
Proposal Coaching	<ul style="list-style-type: none"> Initiator Portfolio Coordinator 	<ul style="list-style-type: none"> Ideas Demands Opportunities 	<ul style="list-style-type: none"> Quality assured new initiative 	<ul style="list-style-type: none"> Initiator explains idea in detail Portfolio Coordinator gives feedback and assists in developing initiative 	Weekly
Pipeline Review Committee Meeting	<ul style="list-style-type: none"> Pipeline Review Committee Member Portfolio Coordinator Initiator (if needed) 	<ul style="list-style-type: none"> Quality assured new initiatives 	<ul style="list-style-type: none"> Ranked list of initiatives 	<ul style="list-style-type: none"> Committee reviews and ranks initiatives in light of current strategic goals 	Monthly
Portfolio Board Meeting	<ul style="list-style-type: none"> Portfolio Board Member Portfolio Coordinator Project Manager (if needed) 	<ul style="list-style-type: none"> Current portfolio status Proposed project portfolio 	<ul style="list-style-type: none"> Approved project portfolio 	<ul style="list-style-type: none"> Portfolio Coordinator presents proposed portfolio, including the status of ongoing projects and new initiatives Portfolio Board requests changes to priorities, timing, budget, and key resources Portfolio Board decides on the future portfolio and the respective budgets Portfolio Coordinator communicates decisions and ensures transparency of all changes 	Monthly to Quarterly
Resource Conflict Resolution Meeting	<ul style="list-style-type: none"> Project Managers Resource Managers Portfolio Coordinator (if needed) 	<ul style="list-style-type: none"> Resource management issues 	<ul style="list-style-type: none"> Resolutions to resource challenges 	<ul style="list-style-type: none"> Designs and discusses working solutions for resource conflicts Escalates unresolved issues to the Execution Steering Committee 	Weekly
Execution Steering Meeting	<ul style="list-style-type: none"> Execution Steering Committee Members Project Managers 	<ul style="list-style-type: none"> Project status report Issues escalated by project manager Unresolved issues from Resource Conflict Resolution meeting 	<ul style="list-style-type: none"> Solutions Additional measures 	<ul style="list-style-type: none"> Reviews project status Solves problems by changing scope or shifting resources within the project 	Monthly
Strategy Workshop	<ul style="list-style-type: none"> Strategy Manager Portfolio Coordinator 	<ul style="list-style-type: none"> Company strategy 	<ul style="list-style-type: none"> Catalog of project prioritization criteria 	<ul style="list-style-type: none"> Discusses strategy Determines project prioritization criteria and their weighting 	Every 6 to 12 months