Meetings Management Deployment Checklist

Checklist for Deploying the Meetings Management Tools via Cascade throughout the Organization

For more detailed information see the Deployment Guide on the FLL Website
Web Address: https://fll.web.boeing.com/filespub/Sup_Mtgs_DeploymentGuideBundle.zip
The checklist below highlights steps based on the deployment process outlined in the Meetings Management Tool Deployment Guide. The relevant deployment step is referenced prior to the appropriate checklist task(s).

Organization Executive Leader

Reference DEPLOYMENT STEP #1: SCOPE TIER EVALUATIONS
☐ **Assign a Deployment Coordinator**
 Assign person to oversee organizational deployment of the Spring Cleaning Tools

☐ **Establish high-level deployment deadlines**
 Set schedule milestones for each tier evaluation

☐ **Support the deployment**
 Plan leadership kickoff to set organizational expectations (e.g., town hall meeting, mass email, attend staff meetings)
 Foster open dialogue during evaluation session(s); model effective meeting behavior

Reference DEPLOYMENT STEP #6: UTILIZE EFFECTIVE MEETING CHECKLISTS AND TEMPLATES
☐ **Support use of meeting tools to increase effectiveness/efficiency**
 Encourage use of meeting tools (e.g., checklists, agenda templates) for each meeting occurrence
 Encourage use of Effective Meetings Survey to qualitatively measure impact of Effective Meetings Tools
 Web Address: https://fll.web.boeing.com/sup-meetings.htm

Deployment Coordinator

Reference DEPLOYMENT STEP #1: SCOPE TIER EVALUATIONS
☐ **Identify required tier evaluations to complete the recurring meeting evaluation process**
 TIP: Recommend scoping each tier evaluations to include:
  - Two sequential management levels
   (e.g., executive and senior management OR mid management and first line management)
  - At most 12 to 15 key stakeholders
   (e.g., meeting owners, direct reports of meeting owner, or key representatives from supporting organizations)
 TIP: Recommend quantity of tier evaluations for the organization is equal to the number of managers with direct
  reports at each management level

☐ **Communicate tier evaluation scope**
 Notify appropriate managers they have been identified as a 'Tier Evaluation Owner'

Reference DEPLOYMENT STEP #5: IMPLEMENT CHANGES TO RECURRING MEETINGS
☐ **Collect recurring meeting evaluation time savings and track tier evaluation completion progress**
 Time savings in terms of hours per manager per week
 Evaluation completion progress based on schedule milestones set by Executive Leader

☐ **Aggregate and report overall savings results**
 Summed results contributes to the organizations target for time saved per manager per week
  - Current BCA commitment is 8 hours per week per manager