Spring Cleaning (Recurring Meeting Evaluation) Tool Checklist

Checklist for Completing Recurring Meeting Evaluations

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).

Tier Evaluation Owner

Reference DEPLOYMENT STEP #2: COMPLETE RECURRING MEETING EVALUATION STEPS 1 TO 3
☐ **Assign an Evaluation Coordinator**
   Assign an individual responsible for managing the Spring Cleaning Process for the in-scope meetings

Reference DEPLOYMENT STEP #4: COMPLETE RECURRING MEETING EVALUATION SESSION
☐ **Lead evaluation session(s)**
   Identify key stakeholders that should be invited to the evaluation session(s)
   Kick-off evaluation session(s), initiating dialogue via the evaluation process questions
   Model openness, encouraging the team to identify any gaps between intended and perceived value

Reference DEPLOYMENT STEP #5: IMPLEMENT CHANGES TO RECURRING MEETINGS
☐ **Support implementation of changes to recurring meetings**
   Address any issues Evaluation Coordinator may face preventing implementation of changes to recurring meetings

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

Evaluation Coordinator

Reference DEPLOYMENT STEP #2: COMPLETE RECURRING MEETING EVALUATION STEPS 1 TO 3
☐ **Download a copy of the Spring Cleaning Excel Tool**
   Web Address: https://fll.web.boeing.com:/filespub/sup_mtgs_SpringCleaningExcelTool.xls TIP:
   Each tier evaluation owner should be documented on a separate MS Excel file

☐ **Complete evaluation steps 1 to 3 for each of the recurring meetings in-scope for the assigned tier**
   Document each in-scope recurring meeting in the 'Meeting Details (Steps 1 to 3)' worksheet
   TIP: Plan for 2 to 3 min per recurring meeting to document meeting details

Reference DEPLOYMENT STEP #3: SCHEDULE SESSIONS TO COMPLETE MEETING EVALUATION STEPS 4 TO 11
☐ **Schedule evaluation session(s) to complete evaluation steps 4 to 11**
   TIP: Plan for 2 to 3 min per recurring meeting to evaluation steps 4 through 11
   TIP: Schedule 1-hr evaluation session(s) to evaluate all the recurring meetings. Typically, no more than 3 sessions are required to completely evaluate all your recurring meetings
   TIP: Key stakeholders should be invited as 'required participants' to the evaluation session. Key stakeholders are typically the Tier Evaluation Owner's direct reports as well as those individuals that have matrix relationships supporting the Tier Evaluation Owner. Use a representative portion of the team if necessary
   TIP: Recommend the total number of invited participants be kept to a maximum of 12 to 15

Reference DEPLOYMENT STEP #4: COMPLETE RECURRING MEETING EVALUATION SESSIONS
☐ **Facilitate evaluation session(s)**
   TIP: Review the meeting details documented in evaluation steps 1 through 3. Then proceed on to evaluation steps 4 through 11 for one recurring meeting before moving to the next

Reference DEPLOYMENT STEP #5: IMPLEMENT CHANGES TO RECURRING MEETINGS
☐ **Implement changes to recurring meetings**
   Update meeting notices to reflect documented changes

☐ **Report total estimated savings to the Deployment Coordinator**
   TIP: The Summary worksheet provides a cumulative estimated labor hours saved per week. This value represents the amount of time that can be booked towards the management time savings target.

Reference DEPLOYMENT STEP #6: UTILIZE EFFECTIVE MEETING CHECKLISTS AND TEMPLATES
☐ **Coordinate utilization and aggregate results from pre and post deployment of Effective Meetings Survey**
   TIP: When pasting responses from individual Effective Meetings Survey excel files into the Aggregate Survey Excel Tool be sure to use Paste Special / Values to avoid pulling over equations.