# SOP: Daily Standup Meeting

**Configuration Management**

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**Purpose**

How to conduct meaningful and successful daily standup?

**Audience**

* PMO head
* HoDs
* Project managers
* PMTs

**Guidelines**

1. Short name for Daily Standup Meeting is DSUM.
2. Always at same location, same time. Suggested 9:15am, near Kanban board area
3. Always 3 question and in the same order
   1. What I (my department) have done in last 24 hours
   2. What I (my department) planning to do in next 24 hours
   3. If here is some impediments or risk perceived then share that last
4. Participants need to come prepared so that they do not take more than 2 min to speak about their work
5. Only one person should speak at a time and other person should listen
6. If a participant is going to miss due to last minute urgency he need to inform other person from his department and HOD minimum 15 min in advance
7. If a participant is going to miss due to planned leave he need to inform HOD on the day he is going leave and HOD need to arrange backup person for daily standup
8. HODs are accountable to ensure that PMT from their participate actively in DSUM
9. Everyday PMTs should share the gist of DSUM with their HODs
10. Before DSUM start Kanban board should be updated
11. Based on the work dependency you can decide which department’s PMT will speak first. Ideally Design first & Finance last. Quality should be post production.
12. Impediments should be discussed immediately post DSUM

**Inputs**

1. Project Progress Information from the ground zero

**Steps**

1. Departments people speak one by one
2. Project Manager’s can raise a concern or ask a question which is not answered by PMT during the presentation.
3. Make note of Impediments identified
4. Discuss who are needed to discuss the impediment post DSUM
5. Team prayer
6. Close the meeting

**Exit Criteria**

1. All team members know that today who is doing what for what project.
2. All team members know the bottleneck of different project or department

**Validation**

1. Start on time, finish on time
2. Kanban board updated
3. Impediment owners are identified, system is updated.