# SOP: MRPM (Monday Project Review Meeting)

**Configuration Management**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document Name** | 09-SOP: MRPM (Monday Project Review Meeting) | | |  |
| **Created/Change by** | **Date** | **Reviewed By** | **Review Date** | **Version** |
| Hari Thapliyal | 25-Apr-18 | Viswanathan |  | V1.0 |
|  |  |  |  |  |
|  |  |  |  |  |

**Purpose**

How to conduct Monday Project Review Meetings? Who should participate? How progress should be presented? Who should present what? Time Management? Agenda driving?

**Audience**

* PMO head
* HoDs
* Project managers
* Meeting Recorder

**Guidelines**

1. Organizer : PMO head
2. Presenter : PMs
3. Presented to : Chairman
4. Meeting is scheduled on every Monday 2:30 PM. In case holiday next working day.
5. PMs need to update risk and issue register by by 3pm of last working day of previous week.
6. Meeting recorder need to update action register by 3pm
7. PMO Support needs to share the issue register, action register and Risk register by 5 PM on the last working day of previous week.
8. Each department stakeholder should share their agenda by 11am on Monday.
9. PMs need to make note about the issue and risk related action taken in the meeting and update issue and risk register post meeting
10. MOM needs to be recorded by Meeting recorder during meeting.
11. MOM needs to be published within 24 hours of the meeting.
12. All stakeholders from different discipline should come prepared. We shouldn't create alternatives in the meeting but select the best based on the prep work done by the owner or assignment.
13. Any kind of support required from top management to be highlighted by the respective stakeholders.
14. Each PM shall be given max 5 mins per week to address all his concerns related to 1 project.
15. MOP meetings are basically to address the impediments and take management approvals (if required any), not for planning activities. Planning to be done on weekly basis and to be discussed on stand up meeting.

**Inputs**

1. Agenda from stakeholders of all departments
2. Updated project plan
3. Updated risk register
4. Updated issue register
5. Updated action register

**Steps**

**Pre Meeting (Last Working Day of Pre Week)**

1. Got TEAMPMO SharePoint portal then navigate Documents->MOM
2. Copy Previous MOM file and paste.
3. Rename the file as MPRMnnn-YY-MM-DD.xls (nnn is Meeting Number, YY- year, MM- Month Number, DD- Day of Month). This file has 8 sheets.
   1. Sheet#01: AR for current week (It is empty before meeting, this sheet is filled post meeting). It contain all MoM items cumulative, you can remove the records of closed project or items which are older than 6 month; whatever is max date
   2. Sheet#02: AR of last week (It contain all MoM items cumulative, you can remove the records of closed project or items which are older than 6 month; whatever is max date). This is updated during meeting
   3. Sheet#03: Issue Register of all the Issues (you can remove the records of closed project). This is updated during meeting
   4. Sheet#04: Risk Register of all the Risks (you can remove the records of closed project). This is updated during meeting
   5. Sheet#05: Agenda (It is empty when it is circulated first time to seek the agenda, but it is filled before meeting starts). Meeting agenda is read from this sheet
   6. Sheet#06: Attendance. It need to be filled at the start of meeting.
   7. Sheet#07: Format. It contains the format of meeting. How the progress will be presented by the presenter. If required it can be changed but inform to all the presenters in advance. It should be read before each presenter starts his presentation.
   8. Sheet#08: Bird’s Eye View of All the project. It should be taken from PowerBI. It should be based on current data.
   9. Sheet#09: Complete Dispatch Plan (It can be filtered for a particular month)
4. Copy updated action register from [SharePoint Action Register](https://teamchennai.sharepoint.com/:u:/s/TEAMPMO/EZw7JYP__whMqlVdjM6qnO4BrQvtzwuGNYCb45bpp1GsHw?e=vLfrHy) portal to Sheet#02
5. Copy updated issues list from [SharePoint Issue Register](https://teamchennai.sharepoint.com/:u:/s/TEAMPMO/EYsftVD58B9BppfZX0gE9rwB-Du8uxNb8j-fTM6PWxZJyA?e=uMlLEl) to Sheet#03
6. Copy updated risk list from SharePoint Risk Register to Sheet#04
7. Except Heading clear all the content of Sheet$05
8. Remove Attendance from Sheet#06
9. Change the presentation format, if required, in Sheet#07
10. Copy updated Bird’s Eye View from PowerBI in Sheet#08
11. Copy Datewise Dispatch Plan from PowerBI in Sheet#09
12. Send this file to all the meeting participants
    1. Ask them to review action items and close them before meeting
    2. Ask PMs and Production HoD to review Sheet#09, if there is any gap between actual and plan then change the plan accordingly before meeting
    3. Ask HoDs to send out important point which are related to project and they would like to discuss in the meeting

**Pre Meeting (Before Meeting Starts)**

1. Update Sheet#05. Copy agenda received from partcipants.
2. Allocate the duration and time for each selected agenda items

**During Meeting**

1. Opening note and expectation setting, role definition, role assignment by Meeting Organizer
2. HoDs Discussion (30 Min)
   1. Meeting presenter open Sheet#09 and filter plan for the current month
   2. Production head will speak about production goal achieved vs planned for next week. Impediments and support need from other departments or top management shall be addressed.
   3. Review Action register related to all department, all projects and verify closure of action items. In case of non-closure seek the information/guidance/decision needed so that it can be closed on given date. In case due date expired new date need to be committed. Old date should be recorded in the system as "Earlier commitment" for better tracking.
   4. General concerns (applicable commonly for all the on-going projects) from all stakeholders like Production, Sales, PPC, Design and QC shall be asked and recorded.
3. PM Presentation (30 Minute Max for Each PM)
   1. PM provides general overview of all his projects (in terms of CDD, Cost or concerned projects)
   2. Action Register, Issue Register, Risk Register, Bird’s Eye View (project related to PM) are filtered and discussed with PM.
   3. Work done in last week
   4. This week plan
   5. Issues/Risks
   6. The points which need action from other department shall be recorded by minutes recorder.
   7. Minutes/Action/Decision/Information shared will be recorded by Meeting recorded.
   8. All action items will be verified by PM before the closure

**Post Meeting**

* 1. Log all the MoM items in [Action Register](https://teamchennai.sharepoint.com/sites/TEAMPMO/Lists/Action%20Register/All%20Items.aspx)
  2. Update Action Register excel file
  3. Send out all the updated action register of the week within 24 hours

**Exit Criteria**

1. After the agreement with PMO and other stakeholders on the action points.

**Validation**

1. MOM to be circulated on the points discussed.
2. PM to take action on the open point and required to close the maximum possible points before the next MOP meeting.