## Project Management Procedure

**SUBJECT:** PROGRESS MEETINGS

**NUMBER:** PMO-14.2

**RESPONSIBILITY:** PROJECT MANAGER

**EFFECTIVE DATE:** July 1, 2011

**SUPERSEDES:** PMO-14.1

**STATE LOCATION AND DESIGN ENGINEER APPROVAL:**
Original with signature on file in Project Management Office
State Location and Design Engineer

### TASK:
Schedule and Conduct Progress Meetings

### PURPOSE:
This procedure outlines the actions required to prepare for and conduct regularly scheduled progress meetings throughout the life of the project to keep the project on schedule and on budget. It is the Project Manager’s responsibility to schedule and conduct these meetings to gauge the health of the project.

### STEPS:

1. **Read and become familiar with applicable project documents.**

2. **Determine the frequency of the meetings** and adjust accordingly throughout the life of the project based on need.

3. **Secure site for the meetings.** Facility requires sufficient space to review plans, schedules, and contract documents.

4. **Identify and invite the necessary Team Members/Stakeholders** to the meetings.

5. **Develop the agenda for each meeting** based on priority, complexity, and specific needs; discuss the Schedule, Budget, Quality, Scope, Safety, Risks and associated mitigation plans, Resources, and Lessons Learned.

6. **Conduct meeting:** review the work completed to date and the work
7. **Upload Project Summary Report, participant attendance and the minutes of the meeting into iPM** and distribute copies to external stakeholders.

### Tools and Resources:
- iPM and User’s Guide
- Virginia Department of Transportation Road and Bridge Specifications, section 103.06 (e)
- PMBOK, Chapter 10, Project Communications Management
- [Project Change Control Form](#) (PM-102)
- [Risk Management Form](#) (PM-103)

### Deliverables
1. Project Summary Report
2. Meeting Minutes

### Deliverable Samples
- Project Summary Report
- Meeting Minutes

### Description
Progress Meetings are a good way to check the overall health of the project and to make sure the scope of the project is being met along with the opportunity to resolve any outstanding issues in moving forward. The questions to be answered as a result of these meetings should include:

- Are we getting what we expected? With respect to scope, quality and schedule are we meeting the expectation?
- Are we paying what we expected to pay? With regards to the projected budget.

Will the project be delivered on time? Be able to anticipate problems and think outside the box to solve them. It is also important to develop and maintain good working relationships to offset unforeseen problems.

If these issues are not being satisfactorily addressed, the Project Manager implements corrective actions.

As a designated meeting of resolution, a monthly “Project Day” is conducted in each district. Projects that are expected to be discussed are included on the agenda two weeks prior to Project Day, and team members and discipline managers are provided the agenda and notified that project information is available for review on the iPM site. This allows team members time to review the current issues and prepare for discussion. Minutes of the meeting, including participants, decisions made, etc., are recorded and posted in the iPM Documents.