

## Certified Staff Committee Meeting Minutes

Date: 3/4/16 – 8:15 A.M.

Location: Viking Room

Attendees: Diane Arnzen, Trish Aumann, Patti Christen, Chris DeGeare, Kim Harvey, Kathy Johnston, Joette Klein, Holly Lincoln, Greg McVey, Dana Nevois, Lisa Pritchard, Dale Richardson, Tasha Welsh, John Westerman, Kenny Wilson, Kristen Yelton

Diane Arnzen opened the meeting at 8:15 A.M.

Diane introduced guest, Shelly Collins of Personal Assistance Services, who provided training on “Principles of Project Management.”

Shelly framed the conversation by defining project management and an overview of project management stages.

Shelly then described two methodologies of project management, Waterfall Project Management, and Iterative Project Management.

Discussion followed on organizing projects. A suggestion came up that we create individual committee google calendars. Rather than meeting dates and deadlines “dying” with personnel changes, these would live on in a committee calendar.

Shelly continued with a deeper look at each of the stages of project management.

- Project Initiation: Develop a vision, outline a roadmap, and identify constraints
- Team Planning: Plan assignments and reporting requirements
- Team Execution: Define communication channels and use
- Monitoring and Controlling: Monitor key factors; measure, evaluate, and correct
- Closing: Conduct meeting review, discuss lessons learned, update documentation, and release project resources

The group discussed these topics and specific methods for applying them to actual projects.

Diane informed the group that the Business Office has agreed to conduct a Banner Budget Screen training process in April. More information will follow.

With nothing else to discuss, Diane closed the meeting at 9:50 A.M.

Respectfully Submitted,  
Chris DeGeare