

Facilitation Team "Adoption Proceedings" Meeting Notes

Transfer of Ownership Meeting

Details

Date: 01/20/09

Time: 10-11:00 am

Place: 135 Maple Ave

Attendees

- Greg Bronson, Graham Hall, Stephanie Herrick, Butch Labrecque, Irina Naydich, Ron Parks, Lisa Stensland

Agenda

- Review LLWG approach <https://confluence.cornell.edu/display/LLWG/Home>
- Recount Facilitation Team's efforts (ask subteam, round-the-room)
- Review content <https://confluence.cornell.edu/display/LLWG/Facilitation+Work+Group+Home>
- Get status update: what's outstanding still <https://confluence.cornell.edu/display/LLWG/Facilitation+Team+Summary+Recommendations>
- Define next steps, assign ownership (group)

Minutes

Facilitation Team Recounting:

Lisa: 1st meeting discussed what are the aspects/challenges of Facilitation? Homework was to post on Confluence what questions would you ask/have asked in/before an LL session. Session 2 was to review & refine questions (e.g. make sure they were not Y/N questions). The team focused in a couple different areas: questions and tips for Facilitators.

Greg: used a lot of "pre-existing content" to kickstart us... had a lot of material to start with & discuss as a group in meetings instead of starting from scratch. Then went off and did work off-line. Group ended up with some condensed list of bullets that were actionable. Was skeptical at first about time commitment; in retrospect it was a good way to go since the group interactions were valuable and took less time overall/came out with stronger deliverables in the end. Looking forward to using these and seeing what the other sub-groups have and come full-circle to using what we initially were seeking.

Ron: first meeting had a lot of good discussion & we took a lot of care with crafting the way questions were asked to result in the most useful responses (especially with the "first group"; recommend we do the same with the "second group" of questions). We lost a team member (Micci) and everyone else stepped up to fill the gap & give input & share in the work. It was a good experience.

Irina: meetings, especially the first couple, were very productive; towards the end mostly had just to "polish" deliverables. All team members made contributions/gave input; good team work. She feels that their team's work is very complete and well-done.

Graham: felt like a voyeur to the process... missed the sub-team meetings (joined the Facilitation group late). Was glad to be involved in the overall process - attended large LLWG group meetings and found them and the outcomes to be useful.

What went well (summary):

- LLWG was a high-value process.
- People felt the team members participated (so work didn't all fall to one person).
- People were empowered and felt motivated and the team delivered quality results.
- Were able to start with existing content to get the process going.
- Results are such that they are both immediately usable & useful and still can continue to be improved.

Review Content/Get Status Update (Facilitation Team Deliverables):

We decided *not* to review recommendations, rather, based on the deliverables' "completeness", hand off the recommendations along with the deliverables, & move ahead with defining next steps!

Defining Next Steps:

1. **Lisa** - PMO will be new owner and deliverables folded into CPMM (effective immediately).
2. **Lisa** - PMO will "take it somewhere else"; they will put Facilitation Team deliverables in to a new Confluence site as new/revised CPMM template. When new templates exist on the CPMM site & ownership is totally transferred, take care to have only one source of editable "data of record" (early/mid-February).
3. **Steph/Butch** - Preserve the LLWG content "As-Is" (remove "edit" capabilities to Facilitation Team pages, still allowing comments, after the official version is posted).

4. **Lisa** - will note on new CPMM Confluence site that ANYONE can use these deliverables (not just for PM's!) & there will be a process where ANYONE can make comments to improve content after we post the "first release" (note: Ron has some stuff he would like to add, but Lisa recommends that we declare victory and publish a first release)
5. **Lisa (& Facilitation Team?)** - PMO can reference the Comments at <https://confluence.cornell.edu/display/LLWG/Facilitation+Team+Summary+Recommendations> and use those to make changes to the new CPMM content (as desired)
6. **Butch/Steph** - get future status updates from Lisa.
7. **Ron /Lisa** - set agenda for first PM-SIG meeting in late February; we can "socialize" the Facilitation Team deliverables at the first meeting. Lisa recommended that we present how the LLWG process worked, then share the new content with the PM-SIG. PM-SIG will probably provide feedback/actionable items, which the LLWG Facilitation Team could act upon.