

"The Daily Stand Up" case study

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Tell us about your team meeting/huddle/stand up....?

Every morning a 15 minute team meeting/Stand-up is held between 9.30 to 10.00am. The purpose of the meeting is for team members to share what they worked on the prior day, will work on the current day, and identify any impediments or issues that might slow the team down or stop activity that moves the project forward.

The approach used is called Agile Project Methodology/SCRUM.

What made you choose this approach?

This approach to project management enables team members to prioritise the work that matters most and break it down into manageable chunks. SCRUM is about collaborating and communicating both with the people who are doing the work and the people who need the work done. This approach enables constant communication with the project developers, which is crucial when a project has a limited time frame. By adopting this approach everyone is kept informed and updated about the project.

How did you ensure everyone was 'on board' with the idea?

The project manager is also the SCRUM Master. They have to ensure the meetings happen and is responsible for supporting the team, clearing organisational roadblocks, and keeping the agile process consistent.

How do you ensure everyone is involved?

Everyone has to participate. Those who are not able to attend the meeting will be emailed with updates and those that are working remotely will be invited to join in via Google Hangout.

How do you manage time?

Only discuss what each person has done yesterday, what will be done and any blockers. Do not engage in waffle and any other issues must be discussed outside of the standup.

What works well?

The meetings are short, concise and focussed. Saves time.

What are the benefits?

- Cross team collaboration.
- Greater knowledge of what's happening in the team
- Hit deadlines,
- Run productive meetings,
- Set goals, align on priorities, and track project milestones.
- Manage the project from start to finish.

How do the team respond, interact, communicate, feel about it?

The team enjoy this approach. It enables constant communication and collaboration and as a result have become a closely knitted team.

What difference does it make, impact does it have?

- Makes us, the team, more agile.
- Able to respond quickly
- Keeps communication going with the developers
- Keeps the project on track and enables the team to deal with issues in an effective and timely manner

Any advice for other managers wanting to try it?

This approach will only for work projects that meet the criteria for agile methodology, such as:

- the project has a set timeframe,
- The project has lots of requirements from a large number of stakeholders e.g. new intranet
- a collaborative team,
- a project that require close monitoring
- A dedicated project manager who has the responsibility for dealing with issues arising and keep the project on track