

Healthcare Scheduling Project

Draft of Talk with Team

The following is a rough draft of points I might make in an initial meeting with the project team. Your team talk will vary based on factors like your personality and perspective, the organization, culture, and the nature of the project.

Let's talk about how we're going to work together on this project.

As the project manager, I will try to clearly describe what we're trying to accomplish with this project and how each of you contributes to the project's success. If I'm not clear or you have questions about your roles, responsibilities, or assignments, please ask!

In my mind, you don't work for me. I work for you. I will distribute assignments to you or your team leads. However, I see my job as supporting you so you can get your work done. If you run into issues or obstacles that you can't handle, let me know and I will help resolve them.

I strive to be responsive. I will provide feedback quickly so you know what you're doing right. If there are misunderstandings, I will respond quickly so you can correct course to what you should be doing. It's a two-way street. If you have feedback about how I can support you better, please let me know.

I try to keep meetings to a minimum and run them well when we do have them. We're going to report status every week and hold team meetings every other week unless we find that we need to meet more often. I like to collect lessons learned in every meeting so we can keep improving, and so we don't forget those lessons. I believe good communication is important. If you aren't getting the information you need, tell me what it is and I will correct the communication plan.

What do you think? Does this sound good to you? Any suggestions?