

Project Delivery Leadership Team (PDLT)
Meeting Expectations and Agenda Criteria

The monthly PDLT meeting serves as the project delivery decision making forum for Highway Division executives and is governed by the PDLT charter and operating rules. http://www.oregon.gov/ODOT/HWY/PDU/docs/pdf/PDLT_Charter.pdf

PDLT meetings are typically held on the first Tuesday of each month, beginning at 1pm, usually in person in Salem and via videoconference in the regions.

The following expectations, criteria, and protocols are provided in order to maximize the effectiveness of PDLT meetings.

Agenda Topics:

In order to be placed on the PDLT agenda, topics must require action, approval, input or direction from PDLT.

New agenda topics typically require an issue brief that describes the problem, identifies possible solutions (if applicable), recommends action, and proposes timeframes. Click here for a template:

http://www.oregon.gov/ODOT/HWY/PDU/docs/word/issues_brief_template_PDU.doc

All materials used in the meeting must be submitted to the Project Delivery Unit **one (1) week prior** to the meeting. Materials should be brief and reflect major points. Please do not plan on making presentations using projectors (i.e. In-Focus) unless requested.

Monthly Update Report:

Items for PDLT attention that do not meet the criteria for agenda topics are handled through the Monthly Update Report. Please complete the template when received by the due date provided. This report is an attachment to the PDLT Agenda.

Examples include work plan item status updates, sub-team work progress, related leadership team information sharing, staffing/organizational changes, etc.

Guests:

PDLT agenda topics typically consist of very tight timeframes. Resource staff and guests must respect their roles as support and information providers. Please exercise judgment and discretion in participating in the substantive discussions of the PDLT, especially if unrelated to your specific area of expertise or role.

Guests are expected to be both prompt and flexible in their scheduled appearance.

All participants are expected to respect the role of the PDLT chair(s) in facilitating the discussions and moving through the agenda topics.

Videoconference Protocols:

Several members regularly attend PDLT via videoconferencing. Please keep the following in mind:

- **If you are using video-conferencing equipment, please turn on the equipment ½ hour prior to the meeting to avoid delays.** Your equipment should automatically connect without further action needed.
- **Be cognizant of the microphone.** If you are participating remotely, mute your phone until you wish to speak.
- **Avoid creating distractions.** The audio system is very sensitive to extraneous noises. Please turn off blackberries/cellphones during the meeting, or keep away from the phone as they cause interference. Also, avoid tapping pencils, clicking pens, rustling papers, clanking jewelry, having side conversations and other distracting noises, especially if sitting close to the microphone.
- **Show interest in all participants.** The videoconferencing system exhibits transmission delays, putting remote participants at a disadvantage in discussion participation. Keep this in mind when asking questions or seeking comments - it will take remote participants longer to respond than those in the meeting room. Make a point of maintaining eye contact through the video camera and communicating specifically with remote participants to ensure full engagement in the discussions.
- **Speak in a strong, clear voice.** The microphones are very sensitive to sound so you should be able to speak in your natural voice at a normal tone and volume. However, if your voice tends to be soft or quiet, you may want to sit closer to the microphone.
- **Avoid interrupting another speaker.** Not only is this a courtesy issue, it makes hearing and participating more difficult and frustrating for remote participants.
- **Get to the Point.** Make important points right up front. Assume participants have done their homework and reviewed information in advance.
- **Send the right message.** Avoid sending unintended signals with careless body language, such as pencil tapping or chair swiveling, that may convey boredom or anxiety. And remember lips can be read during videoconferences.