

# The monday it department staff meeting situation essay



**ASSIGN  
BUSTER**

The Monday IT Department Staff Meeting Situation: Your boss, the IT manager, was ready to explode. “ Why can’t we get our priorities straight? ” he fumed. “ Here we go again, working on a low-value project, just because it’s a favorite of the marketing group. I wish we could get away from departmental politics! I want you to draft a memo that proposes a systems review committee for this company. Explain the advantages, but don’t step on anyone’s toes! ” 1. Write a draft of the proposal, as your boss requested.

This business case recommends the creation of a review committee. One of disadvantages we have found within the current group is the uneven number of people from each department, which can result in certain bias, where departments might favor projects requested by their own departments. By creating a review committee we minimize potential bias in favor of future projects, as well as providing a variety of experience and knowledge. 2. Write a memo to your boss explaining potential disadvantages of the committee approach.

Although a review committee would provide a variety of experience and knowledge, as well as open up potential for new projects, some negative effects would be the delay of projects. We would have to ensure no member is late, and that all members are happy with the ideas presented through the meeting. Another potential disadvantage of a committee is that members might favor projects requested by their own departments, and internal political differences could delay important decisions, which could result in not reaching deadlines and pushing dates back. 3. Draft a set of ground rules for committee meetings.

Try to suggest rules that will minimize political differences and focus on the overall benefit to the company. Some rules and regulations that would lower the disadvantages stated in the memo given to you earlier would be:

1. Give all members access to mobile phones. This will help with getting people to arrive on time; they can set reminders that go off automatically at an hour and half an hour before a meeting to ensure their attendance.
2. Access to an email will make sure everyone is up to date, summaries of all the meetings will be sent to each committee member.
3. A "suggestion box" will help lower any internal political differences, going through suggestions in front of the committee will answer any questions they might have, as well as set a plan that satisfies everyone.
4. We will set a deadline for objectives, letting the committee know what we expect, this will prevent us from falling behind.
5. Give each department a chance to voice out their concerns, and input their ideas.

4. Most people serve on a committee at some point in their lives. Write a brief memo describing your committee experiences, good or bad.

My committee experience was fairly good, I was introduced to various people, each of which had their own experience and knowledge to bring to the table. I was able to learn from them and take their advice when presenting my ideas, or speaking about my concerns. When it came to launching new projects I found working with various people very rewarding, seeing a project come together with the help of everyone else demonstrated how strong the firm was when it combined its departments. Overall it was a learning experience I would be happy to repeat again.