Deepteam

G-Cloud
Cloud Support

Deepteam Limited (G-Cloud 14)

ABOUT US

Deepteam Ltd has been founded to bring the right experts together to deliver exceptional services to both the public and the private sector.

G-Cloud Service Categories

➤ Strategy Consulting

➤ Project and Portfolio Management

➤ PMO Services

➤ Business Analytics

➤ System Implementation

➤ Business Integrated Governance

Deepteam Ltd also provides specialist software services to enable Data Integration and relationship management complimentary to the service set we offer

G-Cloud Cloud Software Categories
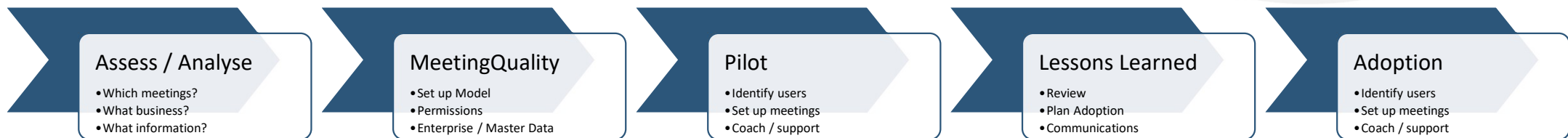
➤ Meeting Quality

➤ BI Advantage Data Integration

Deepteam

Adoption Services
MeetingQuality

Deepteam offers multiple cloud support services through which this technology can be adopted and sustained.

Deepteam

TYPICAL DELIVERY LIFECYCLE EXAMPLE

Scope / extent – c. 5 days (From understanding of Current State, define the IT Package and Transformation elements

Then - Package 1 – dependent on Scope:

Assess / Analyse	MeetingQuality	Pilot	Lessons Learned	Adoption
• Which meetings? • What business? • What information?	• Set up Model • Permissions • Enterprise / Master Data	• Identify users • Set up meetings • Coach / support	• Review • Plan Adoption • Communications	• Identify users • Set up meetings • Coach / support

20-40 days (3 months elapsed) – but this can be fast-tracked – it depends!

Deepteam

CURRENT STATE

In most change projects, it is sensible to understand which areas are to be addressed, who are the stakeholders, to define what needs fixing and what are the priorities.

It is more usual that the MeetingQuality capability is distributed when needed rather than implemented as a 'big bang', but of course if there is a preference list or a roadmap of which areas / teams / Programmes to support first, then adoption support can be resourced more effectively.

It depends what scenario our customers face. They are all perfect scenarios it is wise to keep gentle tabs on relationships for:

- **Scenario 1** – key strategy / change / delivery Programme being delivered by a new team where new relationships are forming.
- **Scenario 2** – management sponsors have noticed friction in project meetings, but not realized how bad it has got. They have realized that relationships just going off track a little can affect key meeting dynamics – so have decided just to 'check pulses' at key recurring meetings. They often decide to extend this to all projects.
- **Scenario 3** – delivery team, customers and sponsors are separated by location – putting a strain on managing relationships remotely.
- **Scenario 4** – merger. Three departments are brought under one new director – so it makes sense to monitor meeting performances.

Every scenario is different, but we can certainly help our customers make a business case for these examples, typically around saving 'wasted' meeting time, being able to recover potentially wayward projects before they go wayward, and preserve people from the negative effects of poor relationships generally.

Deepteam

PILOT

The best way to learn MeetingQuality and to work out how to exploit and sustain it is by running a pilot. The configuration, operation and exploitation of the MeetingQuality services is simple and straight forwards. For a project or Programme, we need to identify users in sponsor, project team and stakeholder roles. We recommend the following recipe.

Awareness – for the group concerned, communications are prepared and delivered to explain what the problem / opportunity is, what is going to happen and when – so that people have a chance to ask questions and become comfortable with the implementation.

Desire – Explaining that a facility will exist does not win hearts and minds and does not therefore deliver the benefits expected. So, in addition to basic awareness, people need to grasp why the capability is being introduced, and understand what in it for them and the organisation

Knowledge – While the solution is simple, people do need to know how to set up meetings, and people do need to know how the solution works and what they have to do within it. This can be explained face to face supporting in meetings and with short online collateral.

Ability – once our people know what to do, we need to help during the first meeting so that everyone is able to use the feedback form. It really is simple, but busy people find it easy to forget even simple things. It might also be that a consultant is at the meeting reviewing meeting operation and dynamics anyway and it makes sense to have a consultant on hand for the first one. Of course, a consultant will present the first feedback.

Reinforcement – Meetings happen weekly, they may happen monthly, and time may pass between the initial 'show and tell' and the next meeting – and if everything is going smoothly it may appear like it's not necessary to complete meeting feedback – but it should be remembered that it's the trend information that's most valuable out of MeetingQuality – not just one score this week.

Deepteam

APPROACHES AND READINESS

We expect a pilot to be successful. We don't start pilots unless they will be. Some key questions:

1. Who is the solution owner – business and IT?
2. Who is the business sponsor – funding and benefits?
3. Who is going to receive the analysis and recommendation from the service and what is provisioned to enable action upon findings? Who might the escalation points be if we find HR issues?
4. How is the adoption service going to be run post pilot (Service Delivery)? It is expected that the client helpdesk / service management system will need to be organized to deliver the service and manage the subscriptions.
5. Who is going to provide technical support internally, and how will that be set up? It is expected that the client helpdesk / service management system will need to be organized to provide support.

In parallel with the pilot, all of these matters need addressing so that post pilot benefits can be realized.

Deepteam

OPTIONS FOR RELATED MEETING SERVICES

1 day workshops

- How to hold effective meetings - How to prepare for, hold and follow up on meetings, including meeting etiquette and when not to meet.

- An Introduction to Project Management - Basic tools and techniques for managing projects and project meetings.

- Coaching your way to more effective meetings - Using coaching techniques to bring the best out of people in meetings and encourage ownership for tasks and ideas.

- Influencing your way to more successful meeting outcomes - Learn about different styles of influencing, dealing with conflict and know how to appeal to a multitude of people and personalities.

- Presenting with impact during meetings - Learn how to get your point across in a clear, concise and impactful way using top communication and presentation techniques.

- Presenting Financial data with impact - Combined with practicing top communication and presentation skills and techniques you will learn how to present data in an interesting and memorable way.

1/2 day workshops

- Creating a positive impact in meetings - Develop your communication skills, rapport building and presence in meetings

- Holding effective 1:1's - learn how to prepare for and deliver clear, interactive and motivational 1:1's

- Holding effective annual review meetings - learn how to prepare for and hold useful annual reviews including feedback and goal setting techniques

- How to hold effective team meetings - how to communicate to a team, keep it interesting and on point and ensure everyone has a chance to be involved.

- How to prevent meetings draining your time - time management tips and techniques for before, during and after meetings

- Taking the stress out of meetings - stress management tips and techniques for before, during and after meetings

- Creative Meetings - fun and different ways to encourage creativity and interactions during meetings

Deepteam

Standard Rate Card

MeetingQuality Licences are offered at £3,500 per year for each 25 users.
(for example 40 users would cost £6500, 55 and 95 users would cost £9500)

£22 per user for the DISC capability.

Volume discounts can be applied

Deepteam

Standard Rate Card - People

	Strategy and architecture	Change and transformation	Development and implementation	Delivery and operation	People and skills	Relationships and engagement
1. Follow	£250	£250	£250	£250	£250	£250
2. Assist	£400	£400	£400	£400	£400	£400
3. Apply	£550	£550	£550	£550	£550	£550
4. Enable	£700	£700	£700	£700	£700	£700
5. Ensure, advise	£900	£900	£900	£900	£900	£900
6. Initiate, influence	£1,200	£1,200	£1,200	£1,200	£1,200	£1,200
7. Set strategy, inspire, mobilise	£2,100	£2,100	£2,100	£2,100	£2,100	£2,100
						(Maximum day rates excluding VAT)

Standards for Consultancy Day Rate Cards

Working Day: 8 hours exclusive of travel and lunch

Working Week: Monday to Friday excluding national holidays

Office Hours: 9am to 6pm Monday to Friday

Travel & Substistence: Included in day rate within M25. Payable at department's standard T&S rates outside M25.

Professional Indemnity insurance Included in day rate.

Deepteam

Deepteam

✉ DAVID.DUNNING@DEEPTEAM.CO.UK

✳ HTTPS://WWW.DEEPTEAM.CO.UK