Organization and Management of Sci-tech Project Acceptance Meetings

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Abstract: This paper discusses the organization and management of sci-tech project acceptance meetings (STAMs) from the perspectives that sci-tech projects shall meet the acceptance criteria, that documents for the STAM shall be complete and standardized, that a defense plan for the STAM shall be prepared, that the STAM procedures shall be refined to each specific link, and that experts' questions shall be properly answered. The correctness and effectiveness of the said methods have been proved through quite a number of STAMs.

Introduction

The success of a STAM depends not only on the innovativeness, practicality and technical content of the sci-tech project concerned but also on how well it is prepared for. A well-organized STAM can, to some extent, improve participants' understanding of the project itself as well as the organizer's work attitude and work ability. Therefore, the organization and management of STAMs is an important link in technology innovation. There is a lot of research literature on the management sci-tech projects and technology innovation [1-4], but there is not so much literature on STAM organization and management.

Sci-tech projects shall meet the acceptance criteria

According to sci-tech project management rules, the to-be-accepted sci-tech project shall meet all the requirements of the business contract, technical agreement and the minutes of technical liaison meetings, and the time period before the corresponding sci-tech achievement is put into practical use shall also meet the relevant requirement.

STAM documents shall be complete and standardized

The documents needed for a STAM include a work report, technical report, comparative report on similar domestic and foreign sci-tech projects, test report, user usage report, benefit analysis report, novelty search report, PPT-form project completion report, and written comments of project acceptance experts for discussion. According to sci-tech project management rules, it is also necessary to complete the third-party audit report, final accounting report and project completion report before the STAM is held. Scanning copies of project-related academic papers, patent documents, software copyright registration certificates, etc., shall be attached to the technical report.

The PPT-form project completion report shall be prepared in accordance with PPT production rules but shall not be a simply repetition of the other seven documents. A combination of texts, photos and animations should be used in making the PPT report. The texts should be concise and eye-catching and the word size should be big enough for the last row of experts to see clearly. The amount of information carried by a photo is much larger than that of a text page, so the PPT presentation should make full use of photos. Appropriate use of animations helps highlight the main content of the report. The PPT pages should be bright enough, and the layout of texts and photos should be of uniqueness. For instance, the text can be put above the photo or to the left of the photo.

Defense plan for STAMs

In most cases the sci-tech project acceptance committee will arrange an expert questioning link, where experts ask questions for the project team to answer. By referring to the most frequently asked questions listed below, the project team should prepare a defense plan based on the actual situation of the project.

① Please detail the basis for calculating the economic benefits of the project.
② Please detail the basis for calculating the social benefits of the project.
③ What are the main innovative points?
④ How do the patent(s) and academic paper(s) relate with these innovative points?
⑤ How is the project implemented?
⑥ What problems have been solved by the project?
⑦ What is the effect of project implementation?
⑧ In what aspects is the necessity of the project reflected?
⑨ When was the project started and when was it completed?
⑩ When will project application be started and when will it be ended?
11 What about project promotion and application?
12 What are the main economic and technical indicators of the project?
13 In what aspects is the advanced nature of the project manifested?
14 In what aspects are the key technologies of the project embodied?
15 What level is the project at domestically and internationally?
16 What is the cost of the project? What is the input-output relationship?
17 What is the conclusion of novelty search?
18 What is the prospect of project application?

STAM procedures shall be refined to each specific link

Details determine success or failure. The same also applies to the organization of STAMs.

Signposts and welcome slogans

If there is a large electronic display screen in the main corridor leading to the STAM conference room, welcome slogans such as “A Warm Welcome to All the Leaders and Experts Attending the STAM!” or “All Leaders and Experts are Welcome to Inspect and Guide Our Work!” At each intersection, there should be a signpost to show the way to the conference room.

Conference room preparation

A thorough cleaning of the conference room is the most basic requirement.

The total number of seats should not be less than 15 in most cases. The specific number depends on the actual number of participants.

The document bag shall contain all the STAM documents, the appraisal outline, the written

comments of project acceptance experts for discussion, a notebook, and a pen.

An attendance sheet shall be placed at the door of the conference room.

After the notebook computer is connected to the projector and a test run is made to ensure the PPT-form project completion report can be properly displayed on the projector screen, load the PPT report and the written comments of project acceptance experts for discussion onto the desktop of the notebook computer. Be sure that the version of the operating system in which the PPT report produced is compatible with the version of the computer's playback system so that the PPT report can be displayed satisfactorily.

Table cards for experts, leaders and other participants shall be prepared. In particular, a speech podium shall be set.

Tea or bottled drinking water shall be served.

Importantly, the peripheral environment of the conference room should be quiet and the conference room should be free of any particular smell such as that caused by fitment works.

Ushering in guests

Ushering in guests is not only a form of etiquette but also a necessary measure to allow participants to quickly enter the conference room. The ushers are preferably those who are familiar with the experts and leaders attending the meeting.

Sci-tech project completion report

The sci-tech project completion report should be prepared by one of the core members of the project team who is very familiar with the project, skilled in PPT presentation and eloquent in speech. Rehearsals need to be conducted before the STAM. The speaker should wear a suit and tie if the STAM is held in the winter, spring, or autumn season. If it is held in summer, he/she should wear locally accepted clothing.

Conference secretary

The main duties of the conference secretary are to print the formal expert attendance sheet, revise the written comments of project acceptance experts for discussion according to the opinions of the experts, and print out the final project acceptance opinions.

Vehicles

Most STAMs involve on-site inspection. If the conference venue is some distance away from the place where the project is located, it is necessary to prepare a sufficient number of vehicles to carry the leaders and experts to and from the project site.

Answering experts' questions

Correctness and accurateness

The respondent shall straightly answer experts' questions, without shifting the topic or even giving an irrelevant answer.

Highlighting key points

Stay focused on the theme, the main point and the key words.

6.3 Being clear and understandable

Go straight to the point and the topic, without beating about the bush.

Answering questions while refuting wrong ideas

The speaker should be brave to express and defend his/her own correct point of view and at the same time, be able to refute wrong points of view in a polite yet uncompromising manner.

Eloquence

The speaker should speak Chinese Putonghua (Mandarin), accurate in wording, correct in logic, clear in pronunciation, sonorous in tone, and rhythmic in voice. The speech should be as profound

and vivid as possible; and the answers should be fluent, persuasive, effective and impressive.

Conclusions

This paper is a summary of the author's experience in STAM organization and management. The correctness and effectiveness of the said methods have been proved through quite a number of STAMs.

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