**9. Project Kickoff Presentation & Communication Plan**

**A. Project Kickoff Presentation Outline**

**Slide 1: Welcome and Introductions**

* Project Sponsor, Project Manager, Key Team Members
* Brief introductions and roles

**Slide 2: Project Overview**

* Project name and purpose
* Background and business need
* Strategic alignment with Safaricom goals

**Slide 3: Project Objectives**

* Key goals (e.g., ERP integration, process efficiency, compliance)
* Expected benefits and ROI

**Slide 4: Scope and Deliverables**

* High-level in-scope and out-of-scope items
* Major deliverables and milestones

**Slide 5: Project Timeline and Milestones**

* Phases (Initiation, Planning, Execution, Monitoring, Closing)
* Key milestone dates

**Slide 6: Governance Structure & Roles**

* Steering committee and project team structure
* Roles and responsibilities

**Slide 7: Key Risks and Mitigations**

* Top risks identified
* Planned mitigation strategies

**Slide 8: Communication Strategy**

* Stakeholder engagement approach
* Communication channels and frequency

**Slide 9: Next Steps and Immediate Actions**

* Upcoming activities
* Immediate priorities

**Slide 10: Q&A and Closing Remarks**

* Open floor for questions
* Contact information

**B. Communication Plan**

| **Stakeholder Group** | **Communication Type** | **Frequency** | **Channel(s)** | **Purpose** | **Owner** |
| --- | --- | --- | --- | --- | --- |
| Executive Sponsor | Steering Committee Meeting | Monthly | In-person / Video Conference | Strategic updates and decisions | Project Manager |
| Project Team | Daily Stand-ups | Daily | Virtual Meeting / Chat | Task coordination and issue tracking | Project Manager |
| Business Units | Status Update Meetings | Bi-weekly | Video Conference / Email | Progress reporting and requirement clarifications | Business Analyst |
| IT & Vendors | Technical Review Meetings | Weekly | Video Conference | Integration progress and technical problem solving | Solution Architect |
| End Users | Training & Feedback Sessions | During & Post-Implementation | Workshops / Surveys | User adoption and support | Training Coordinator |
| Change Control Board | Change Request Reviews | As Needed | Email / Meetings | Scope and schedule change approvals | Change Manager |
| Regulatory Bodies | Compliance Reporting | As Required | Formal Reports / Meetings | Regulatory compliance monitoring | Compliance Officer |
| All Stakeholders | Project Newsletters | Monthly | Email | General updates and highlights | Project Manager |

**C. Communication Objectives**

* Ensure all stakeholders have timely and relevant information.
* Promote transparency and manage expectations.
* Facilitate collaboration and quick issue resolution.
* Support user adoption through clear and effective training communications.