Kickoff Meeting Notes

Date: 22-11-25

Attendees:

CIO	IAM Architect
CISO	IAM Solution Architect
IT Infrastructure Lead	IAM Business Analyst (facilitator)
IAM Architect	

Agenda:

- Review and validate Project Charter.
- Review and validate Business Requirements Document (BRD).
- Confirm governance model and stakeholder roles.
- Define next steps and timeline.

Key Decisions:

- Project Charter approved.
- BRD validated with all stakeholders.
- IAM CoE governance model endorsed.
- Migration to Microsoft Entra ID confirmed as strategic direction.

Next Steps:

- Phase 2: Design & Validation.
- Deliver architecture diagrams, governance ownership model, and roadmap.
- Schedule stakeholder workshops for design validation.

Summary:

The kickoff meeting successfully aligned all key stakeholders on the strategic direction and foundational project documents. Active engagement from both business and technical representatives established a strong consensus and commitment to the IAM modernization program. No major risks were flagged at this stage, but ongoing stakeholder engagement and clear communication will be critical for smooth progression.

Action Items:

- IAM Architect to deliver initial architecture diagrams by 2/12/2025.
- IAM Business Analyst to coordinate scheduling of stakeholder workshops by 2/12/2025.
- CISO to update governance model draft incorporating feedback from the meeting by 2/12/2025.