# Task 1.1 Project Set-up, Stakeholder Analysis, and Kick-off Activity Template

# Project Team Roles

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| **Team Member Roles** | **Skills** |
| Project Manager | Leadership, project management methodologies, risk management, communication |
| Business Analyst | Requirements gathering, stakeholder analysis, business process modeling, communication |
| System Architect | System design, network and security knowledge, cloud technologies, SAP S/4HANA expertise |
| SAP Functional Consultant | Deep knowledge in SAP modules, configuration skills, business process understanding |
| SAP Technical Consultant | SAP programming (ABAP), system customization, data migration, integration skills |
| Software Developer | Application development, coding (Java, .NET, etc.), API development, agile methodologies |
| UX Designer | User experience design, graphic design tools, user research, prototyping |
| Tester | Test planning, automated and manual testing, bug tracking, performance testing |
| Data Migration Specialist | Data analysis, ETL tools expertise, database management, data quality control |
| Technical Writer | Technical documentation, clear writing and communication, technical knowledge |
| Trainer | Educational skills, deep product knowledge, communication, curriculum development |
| IT Support Staff | Troubleshooting, technical support, system monitoring, helpdesk management |

# Stakeholder Analysis

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| **Stakeholder** | **Influence**  **(High or Low)** | **Interest**  **(High or Low)** | **Level of Participation**  **(High or Low)** |
| Francois LeClerc (CEO) | High | High | High |
| Alison Wright (CTO) | High | High | High |
| Penelope Ellison (Int. Sales) | Medium | High | Medium |
| Gordon Keene (Local Sales) | Medium | High | Medium |
| Kelley Wooley (Industrial) | Medium | Medium | Medium |
| Adrian Finchley (Milling) | Low | Medium | Low |
| Ellen Harvard (Recycling) | Medium | High | Medium |
| Joshua Trudeau (Waste Mgmt.) | Low | Medium | Low |
| Frederic Klein (Union Rep.) | High | High | Medium |

# Kick-off Agenda

* **Introductions**
* *Briefly introduce the project team, stakeholders, and their roles within the project.*
* **Project Goal and Background**
* *Outline the strategic importance of the project to ECP and the expected outcomes.*
* **Project Scope**
* *Define the boundaries of the project, including what will and will not be included.*
* **Project Organization**
* *Describe the structure of the project team and the governance model.*
* **Timeline**
* *Present the high-level project timeline and key milestones.*
* **Roles and Responsibilities**
* *Detail the specific roles and responsibilities of the project team members and key stakeholders*.
* **Teamwork and Organizational Topics**
* *Discuss the tools and processes that will be used for collaboration and communication.*
* **Next Steps**
* *Outline the immediate actions to be taken following the kick-off meeting.*
* **Q & A**
* *Open the floor for questions, concerns, and clarifications from the team and stakeholders.*

# Project Management Methodology Recommendation

Given the complexity, duration, and the need for flexibility in ECP's project, a hybrid Agile-Waterfall methodology is recommended. This approach combines the structured planning and milestone-focused progress of Waterfall with the flexibility and adaptability of Agile.

For ECP, the initial phases such as requirements gathering, system architecture design, and data migration planning may follow a Waterfall approach to ensure thoroughness and clarity. Subsequent phases, like SAP customization, app development, and iterative improvements, can benefit from Agile's iterative development, constant stakeholder feedback, and adaptability to change.

This project involves multiple departments with varying degrees of technical expertise and resistance to change, making it critical to have a flexible yet structured approach. The hybrid methodology allows for clear milestones and accountability (important for the project's long-term goals) while adapting to stakeholder feedback and evolving requirements (critical for buy-in and satisfaction).