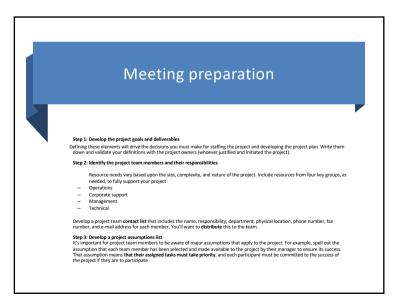


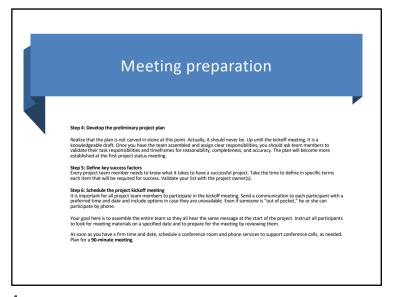
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Introduction

- A project kick-off meeting is the best opportunity for a project manager to energize his or her team.
 - can establish a sense of common goal
 - start understanding each individual.
- a project kick-off meeting is a meeting with all the stakeholders of the project
- · a successful project kick-off meeting
 - requires proper planning
 - some steps help you
 - to stay focused
 - · establish and demonstrate leadership
 - help integrating individual members into the project team





Step 7: Send the kickoff meeting materials to all participants On your designated date, send a package of meeting materials to each participant, including: - Meeting time and date - Meeting agenda - Project participants' contact information - Project plan draft Ask each person to review the project plan carefully. Indicate that additional information will be discussed at the kickoff meeting and everyone should be familiar with his or her part of the plan. Explain that there will be a Q&A session at the meeting to answer any questions. Step 8: Identify key issues and project dependencies Review the project plan prior to the kickoff meeting and make notes on points that you want to make at the meeting. Pertinent items include potential bottlenecks, impact issues, risk areas, etc.

)

When the meeting starts, the project manager should take the charge of the meeting. Next, all the participants should be welcome and a round of self-introduction should take place. Although you have already shared the meeting agenda with the participants, birefly take them through the agenda while giving a brief introduction to each item in the agenda Pay more attention towards introducing the project roles and emphasize the reasons why the team members were assigned to respective roles If there are people playing stretched roles, acknowledge about it. When you do all these things, do not go into detailed. The purpose of this meeting is to take everyone on to the same platform

The Agenda

- A strong and clear agenda is a must for a project kick-off meeting
- · The agenda usually includes
 - purpose of the project
 - deliverables and goals
 - key success factors of the project
 - communication plan
 - the project plan
 - Questions
 - Recap/summary
- In advance to the project kick-off meeting, make sure that you circulate the meeting agenda to all the participants
 - all the participants are aware of the structure and what to achieve at the end of the meeting



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Project Presentation

- Once the tone is set, present the agenda in a structured manner.
- Present the scope of the project, major deliverables to be produced, the risks and assumptions, and the estimated effort and duration
- · Explain why the project is being undertaken
 - draw on discussions with project sponsors, recounting the ideas and concerns that led up to undertaking the project
 - explain the perceived need and the expected rewards following successful project completion
 - point out the priority the project has within the organization
 - This explanation helps the team to recognize the importance that management places on the project and assures that management will support the resources committed to the project
- Present the project specification
 - note that the project's success is measured by how closely the finished product measures up to the specification.
 - explain the procedures for implementing changes to the specification
 - Experienced team members typically are accustomed to project objectives being changed during a project's execution. They will need assurance that these interruptions and intrusions are well recognized by the project manager and will be carefully monitored and controlled.

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Project Presentation

- Present your reasoning behind the plan and convey the message that you are open to suggestions when the project progresses. Go through each task in the project plan and elaborate sufficiently.
- Emphasize the fact that the project plan and the schedule are still at the initial stage and that you are expecting everyone's assistance for making it complete.
- Identify and acknowledge the potential bottlenecks or challenging tasks in the project schedule

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Communication Plan

- Communication is one of the main aspects of a project.
- The project kick-off meeting should emphasize more on the communication plan for the project.
- · Meetings during the project lifecycle:
 - Weekly status meeting
 - Project plan updates
 - Task and activity planning sessions
 - Management updates
 - ..
- You can emphasize on the other communications channels: email communications, forums, etc.

Setting the Expectations

- Decide on a convenient time to hold regular meetings to talk about project progress. Emphasize the need of everyone's participation for the regular meetings.
- Teamwork is one of the most important expectations to be set. You need to elaborate more on teamwork and plan some teamwork activities just after the project kirk-off.
- Talk about the time sensitive nature of the project and how the leaves are granted during the project period.
- If the project requires working long hours, letting them know in advance and showing them how you can help them to maintain the work-life balance is a good strategy.
- During the meeting, empower the team members to carryout certain tasks and make them responsible.

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Feedback and Closure

- At the end of the kick-off meeting, open up a **Q&A** session that allows the team members of freely express themselves.
- If the time is not enough to facilitate all the team members, ask them to send their queries and feedback via email. Once you have a look at those emails, you can setup another discussion to address those.
- Never drag a planned meeting too much, since it could be a bad example.
- Before everyone leaves, summarize the meeting and callout the action items and next-steps.

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Action Item

- Definition Action Item: A task assigned to a project participant
 - What?, Who?, When?
 - Heuristics for Duration: be done within two weeks or a week
- · Action items should be tracked by the project manager
- They should appear on the meeting agenda in the Status Section
- · Examples of Todos:
 - Unit test class Foo
 - Develop project plan.
- · Example of action items:
 - Bob posts the next agenda for the context team meeting before Sep 10, 12 noon.
 - The test team develops the test plan by Sep 18

Conclusion

- There are four main areas that should be emphasized about holding project kick-off meetings
 - $-\,$ Be prepared for the kick-off meeting. Demonstrate your ability to organize and lead
 - Empower your team members. Assign them responsibilities
 - Develop and nurture teamwork
 - Demonstrate your leadership qualities