Project Kickoff

Everything For Coffee

The following people attended the Project Kickoff Meeting held on 8-27:

* Stefan Pretsch, OGC Account Representative
* Bob Wheeler, OGC Consultant
* Mattias Spindler, EFC HR Manager

After introductions were made, Mattias spent several minutes explaining what EFC’s needs are in regard to the new HR system they need to implement. Bob and Stefan asked several clarifying questions, and Mattias promised to provide answers to outstanding questions within two weeks.

A tentative project timeline was drafted, with only major milestone steps being identified at this time. After the detailed needs analysis is completed, the project timeline will be modified to include additional milestone steps and due dates.