Контрольные вопросы для Kick-Off-meeting на старте проекта

#	Item	Check
1	Kick-off meeting audience	
	All team members and consultant participated?	+
2	Human Resources	
	Was staffing profile of engineers discussed during the meeting?	-
	Were project roles distributed (Project manager, configuration manager, developer, tester, etc)?	+-
3	Training	
	Was the training required for the project team considered?	+
	Were any specific project skills/knowledge required considered? If yes, by what time?	-
4	IT	
	Were any non-standard required IT resources considered?	-
5	Quality Assurance	
	Were primary partner (lecturer, technical/technology consultant) communication methods identified (e-mail, phone, skype)?	-
	Was weekly report distribution list defined?	+
	Were project metrics discussed and defined?	+-
	Was frequency of project metrics agreed?	-
	Were project milestones defined?	-
	Was quality manager role assigned to team member?	-
6	Configuration Management (CM)	
	Was a person to conduct project CM identified?	-
	Were required tools discussed?	+
7	Preexisting materials (Freeware, shareware, COTS - commercial on the shelf)	
	Are you going to use any preexisting materials? If yes, you will need to obtain the permission to use them: freeware, shareware, COTS - licenses are needed	-