# 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 | Project Management |
| Functional consultant | Functional Expertise, Domain Expert, Soft Skills, SAP software |
| Technical consultant | Implement Technical Specs |
| Software developers | Web, Mobile Development |
| Software Engineers | DevOps, Data Eng |

# Stakeholder Analysis

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder** | **Influence**  **(High or Low)** | **Interest**  **(High or Low)** | **Level of Participation**  **(High or Low)** |
| ECP CEO | Low | High | Low |
| ECP CTO | Low | High | Low |
| International Sales Director | High | High | High |
| Local Sales and Recycling Director | High | High | High |
| Paper and Industrial Products Director | High | High | High |

# Kick-off Agenda

* **Introductions**
* *Welcoming team members*.
* **Project Goal and Background**
* *Set Goals*.
* **Project Scope**
* *Set Scope*.
* **Project Organization**
* *Set organisation*.
* **Timeline**
* *Set timelines*.
* **Roles and Responsibilities**
* *Set Roles and Responsibilities*.
* **Teamwork and Organizational Topics**
* *Set expectations and common areas*.
* **Next Steps**
* *Set next meeting after data and other info gathering*.
* **Q & A**
* *Allows team members to ask questions*.

# Project Management Methodology Recommendation

Write a brief paragraph telling which methodology you chose for this project and why you recommended it. What is it about this project that makes the methodology you chose most appropriate?

We will be using AGILE methodology as this is a new implementation for ECP. There will be expected iterations due to feedback from stakeholders.