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

# Project Team Roles

|  |  |
| --- | --- |
| **Team Member Roles** | **Skills** |
|  |  |
|  |  |
|  |  |
|  |  |
| Add additional rows as needed. |  |

# Stakeholder Analysis

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder** | **Influence**  **(High or Low)** | **Interest**  **(High or Low)** | **Level of Participation**  **(High or Low)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Add additional rows as needed. |  |  |  |

# Kick-off Agenda

* **Introductions**
* *Learner input – provide a brief description of this agenda item*.
* **Project Goal and Background**
* *Learner input – provide a brief description of this agenda item*.
* **Project Scope**
* *Learner input – provide a brief description of this agenda item*.
* **Project Organization**
* *Learner input – provide a brief description of this agenda item*.
* **Timeline**
* *Learner input – provide a brief description of this agenda item*.
* **Roles and Responsibilities**
* *Learner input – provide a brief description of this agenda item*.
* **Teamwork and Organizational Topics**
* *Learner input – provide a brief description of this agenda item*.
* **Next Steps**
* *Learner input – provide a brief description of this agenda item*.
* **Q & A**
* *Learner input – provide a brief description of this agenda item*.

# 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?