CDC UNIFIED PROCESS
CHECKLIST

COMMUNICATION MANAGEMENT – PROJECT KICK-OFF MEETING AGENDA

Purpose
The purpose of this document is to provide a quick reference checklist/agenda for use by the project manager to ensure that all appropriate activities related to a Communication Management – Project Kick-Off Meeting have been addressed.

Activities Checklist
This section provides a checklist related to the practice of Communication Management, specifically an agenda for conducting a Project Kick-Off Meeting. The checklist/agenda can be used to assure that the project has completed the activities associated with conducting an effective Project Kick-Off Meeting.

<table>
<thead>
<tr>
<th>Project Kick-Off Meeting Agenda</th>
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<tbody>
<tr>
<td>Personal meetings, introductions, description of meeting to be conducted, etc.</td>
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<tr>
<td>Project overview, background, customer, project importance, etc.</td>
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<tr>
<td>Presentation of project schedule &amp; plan</td>
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<tr>
<td>Review and confirm project goals and objectives</td>
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<tr>
<td>Discuss project deliverables</td>
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<td>Discuss project interdependencies</td>
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</tbody>
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| Establish project management standards (such as…)
  - Establish project War Room |
  - Weekly status meetings |
  - Time reporting guidelines |
  - Data tracking & trending |
  - Review/Define policies & procedures (for things such as…)
    - Development |
    - Implementation |
    - Information protection |
    - Change requests |
| Agree amongst project teams to the definition of ‘completed’ work |
| Establish project organization standards (such as…)
  - Project organizational chart |
  - Departmental goals & objectives |
  - Critical success factors |
| Establish project communication standards (such as…)
  - Distribute contact list |
  - Project work plan |
  - Status reports |
  - Issues list |
  - Escalation chain/process |
  - Meeting minutes |
  - File locations & distribution standards |
  - Identify project teams and define their roles |
  - Risk identification, analysis, and management standards |
  - Schedule interviews for requirements gathering |
  - Meeting summary & review |
  - Questions and answer session |