



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**.

Project Kick-Off Meeting Agenda	
	Personal meetings, introductions, description of meeting to be conducted, etc.
	Project overview, background, customer, project importance, etc.
	Presentation of project schedule & plan
	Review and confirm project goals and objectives
	Discuss project deliverables
	Discuss project interdependencies
	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