

**NEW YORK STATE DEPARTMENT OF HEALTH
PROJECT MANAGEMENT OFFICE**

PROJECT KICK-OFF MEETING AGENDA

<i>Purpose:</i>	<i>The purpose of the project launch is to meet with key stakeholders responsible for or involved in the selection of the project, document project expectations from Sponsor and other key stakeholders. This meeting is complete once the project deliverables have been decided upon and documented in the Project Management Framework. The times listed below are generic and should be adjusted to appropriate allotment for your meeting. This information may be collected over series of meetings.</i>
<i>Target Audience:</i>	<i>Project Sponsor, Project Manager, Project Director, Project Team, and other stakeholders where applicable.</i>

PROJECT IDENTIFICATION
Project Name:
Project Sponsor:
Project Director:
Project Manager:
Date:
Time (from-to):
Location:

Invitees: <i>List the names of the individuals invited to the meeting. Invitees should include the Project Manager, Project Team, Project Director, Project Sponsor, and any Customers with a vested interest in the project.</i>
Name (Project Manager), Name (IT Lead), Name (Role), Name (Role), etc..

Attendees: <i>During the meeting, note who actually attended. If attendees arrived late or left early, indicating they missed some of the topics discussed, note their arrival or departure time.</i>
<input type="checkbox"/> Name (Project Manager) <input type="checkbox"/> Name (Role) <input type="checkbox"/> Name (Role) <input type="checkbox"/> Name (Role) <input type="checkbox"/> _____ <input type="checkbox"/> _____
<i>Be sure that one of the Project Team members in attendance is scribing for the session, capturing important project-specific information that requires further review or discussion as well as potential issues that could impact the project. At the end of the meeting, the Project Manager and Project Team should review these points as well as any other notes captured by other team members to identify any additional actions required. The notes will be compiled into meeting minutes to be distributed to all the attendees and retained in the project repository.</i>

AGENDA:		
<i>Use the following suggested time as guidelines – the time you need to cover agenda topics will vary depending upon the needs of the project.</i>		
TOPIC	Presenter Name	Time (Minutes)
Introductions	Project Manager	5 min.
<i>Project Manager welcomes everyone and briefly states the objective of the meeting. Allow individuals to introduce themselves, and provide a description of their role within the Performing Organization and their area of expertise and how they may be able to contribute to the project efforts. The material to be presented by the follow agenda topics should come right from the Project Charter.</i>		
Sponsor's Statement (if applicable)	Project Sponsor	5 min.
<i>After brief introductions, the Project Sponsor should describe the vision for the project, demonstrate support, and advocate for its success, setting it as a priority for all parties involved.</i>		

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<i>Use the following suggested time as guidelines – the time you need to cover agenda topics will vary depending upon the needs of the project.</i>		
Project Request & Background	Project Director or Project Manager	5 min.
Project Goals & Objectives <i>The content for these agenda items is derived from business case.</i>	Project Manager	10 min.
Project Scope	Project Manager	10 min.
Roles & Responsibilities	Project Manager	10 min.
<i>When reviewing roles and responsibilities be explicit about expectation relative to stakeholder availability and Project Sponsor commitment and support for the project.</i>		
Project Management Framework <i>Define what deliverables will be produced over the lifecycle of project.</i>	Project Manager	20min.
Next Steps	Project Manager	5 min.
Questions		

ADDITIONAL INFORMATION:
Handouts: <i>Provide a list of the materials to be distributed to the attendees.</i>

DECISIONS:		
Decision Made	Impact	Action Required?
<i>Document each project decision reached and its impact. Also indicate if the decision requires follow-up actions. If so, these should be captured below.</i>		

ISSUES:		
Issue Description	Impact	Action Required?
<i>Document any project issues identified and its impact. Also indicate if the issue requires follow up actions. If so, these should be captured below.</i>		