

Project Kick-off Meeting

A Project Kick-off Meeting can be used to initiate the project execution phase. It takes place after the work plan has been endorsed and the associate, contractor, or other vendors have been selected and are ready to begin the work. Also refer to the chartering meeting tools that may provide additional assistance, especially if it is determined that some chartering topics may be included in the kick-off meeting.

A kick-off meeting may not be necessary for all projects, but it may be beneficial in some instances. An example is when significant time has passed from the time the chartering of the team took place to the time when the project is ready for execution. Another situation in which it is advisable to have a kick-off meeting is when the project team members were not fully identified and involved in the team chartering session. Before work is started, they need to be brought up to speed as far as the overall project scope, work plan, and specific project procedures. It is also a good practice to hold a kick-off meeting in large, complex projects, given the degree of work to be performed and the level of coordination necessary to accomplish the work. Finally, when the project is unique in nature and differs considerably from previous projects, some specific procedures that may only apply to this project may be discussed during a kick-off meeting.

Kick-off Meeting Considerations

To prepare for the project kick-off meeting, the Project Manager looks at all project work plan elements and develops an agenda in advance to be used during the meeting. The Project Manager typically reviews the work plan contents to understand all actions that have been completed during these processes and the potential actions that are pending.

During the kick-off meeting, the Project Manager discusses the details pertaining to the work that needs to be accomplished. Normally, the type of communication that takes place during the session is one-way, with the Project Manager taking the lead role in the communication process. The Project Manager shares the pertinent information and then answers questions from the project team members.

Potential Topics for a Kick-off Meeting

Below is a list of potential topics to be addressed during a kick-off meeting. Depending on the nature of the project, some topics may or may not apply. The Project Manager will use discretion in the selection of the topics he/she considers pertinent based on the kick-off meeting objectives.

Sample Kick Off Meeting Speech For Business

RoyE. Johnson



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AUTHOR S REVIEW When developing this book I strived to achieve the following Provide the finance professional and student of finance with a comprehensive template of shareholder value concepts and techniques geared toward use in a corporate setting Give the non financial professional an understanding of the underpinnings and behavioural aspects of economic value management Outline and provide details of an effective process for implementing a value based financial performance system within a corporation And combine learning with enjoyable reading by presenting technical material through a story The story and characters are unique features of Shareholder Value A Business Experience The reader can get an appreciation of the environment surrounding value based management along with challenges that arise when transitioning from traditional accounting performance where earnings and earnings per share reign supreme to economic performance where cash flow and return on investment are emphasized Characters occupying operating and staff roles have been created to represent people that those working inside companies large medium and small may encounter and also to invoke some humour Insights into how to function in different corporate roles can be gained by following the characters through the story Presents a combination of analysis and case study in which a strong technical treatment is blended with a fictional case study to offer clarity and explanation A practical and effective implementation process for a comprehensive financial performance system Offers a perspective of the role of different corporate and business unit functions in the implementation of value based financial performance within a company *Enterprise Resources Planning and Beyond* Gary A Langenwalter, 2020-01-03 To achieve success in today s business climate you must do more than provide high quality low cost products to customers when and how they want them Customers and suppliers require fully integrated information throughout the supply chain or value chain You must integrate your organization so completely that executive decisions are implemented effortlessly Competitive pressures often cause a reduction in prices in spite of continually rising costs A decrease in prices paired with increased costs quickly eliminates any profitability and threatens your company s ability to survive This book shows you how you can reduce costs through the elimination of waste caused by poor communication and coordination throughout a company as well as between the company its suppliers and its customers The author explains Enterprise Resource Planning ERP in non technical terms describing how an ERP system can fully integrate all functions in your manufacturing organization He demonstrates the system s capability to increase efficiency and profitability and to delight the customer as well as its current deficiencies In addition to his thorough coverage of ERP the author introduces Total Enterprise Integration TEI the process of integrating all the information required to fully support a manufacturing company TEI represents a logical extension of complete information integration throughout a manufacturing enterprise and into the supply chain This new concept shows you how the intelligent use of work flow allows responsibility to go to the most appropriate front line decision makers while maintaining proper budgetary and operational controls The power of TEI is in the integration of communication across the entire manufacturing company and out through the supply chain to customers

and suppliers Enterprise Resource Planning and Beyond Integrating Your Entire Organization focuses on what a fully integrated system can do for you Features *ABC of ICT* Jan Schilt, Paul Wilkinson, 2008-10-03 ABC is like an iceberg much of it hidden beneath the surface yet capable of inflicting enormous damage to your organization or more importantly your business With growing importance of IT to business operations we can no longer afford to have our ITSM improvement programs and initiatives fail because of Attitude Behavior or culture issues This book describes what ABC is why it is important and gives practical cases and examples in dealing with ABC issues The book contains more than 35 case examples from industry experts and practitioners on what they have done to solve specific ABC issues The book can be used in combination with the ABC of ICT card set for creating awareness assessing your own worst practices and taking your first practical steps in solving them This book provides a valuable addition on top of ITIL publications on how to ensure ITSM improvement programs can and do deliver lasting value *Small Business Problems in Urban Areas* United States. Congress. House. Select Committee on Small Business, 1965 Examines small business firms participation in federally funded urban renewal programs **Six Sigma+Lean Toolset** Renata Meran, Alexander John, Olin Roenpage, Christian Staudter, 2013-04-09 The current second edition of this book reflects the 15 years of practical experience with the Six Sigma Lean toolbox It is a comprehensive collection of all the tools necessary for project work and running workshops when improving processes All tools have been illustrated in a clear and comprehensible structure with examples and tips for applying the tools included The chronology corresponds to the procedure of an improvement project comprising the steps Define Measure Analyze Improve and Control The most important innovation of this edition is the fact that it guides the user to select the appropriate tool using questions The paradigm change from a Toolset to a Mindset has proven worthwhile in project work and ensures that corporate problems are addressed with the goal of achieving efficient solutions rather than having a large quantity of perfect tools to choose from The efficiency factor of work in projects and workshops will therefore improve significantly Through this paradigm change connected with its unique structure this book provides an effective tool not only for project and workshop leaders but also for the executives sponsors involved who will be guided to solve the given task formulation quickly and in a sustainable way *The ^AWise Company* Ikujiro Nonaka, Hirotaka Takeuchi, 2019-09-13 To survive and thrive in this day and age of high velocity change companies must draw on high quality experiential knowledge practical wisdom **Hearings, Reports and Prints of the House Select Committee on Small Business** United States. Congress. House. Select Committee on Small Business, 1965 **Sustainability Science and Engineering** Martin A. Abraham, 2005-12-16 Sustainable development is commonly defined as development that meets the needs of the present without compromising the ability of future generations to meet their own needs Sustainability in engineering incorporates ethical and social issues into the design of products and processes that will be used to benefit society as a whole Sustainability Science and Engineering Volume 1 Defining Principles sets out a series of Sustainable Engineering Principles

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families with pre 1949 revolutionary careers and workers in large scale and modern enterprises were found in large numbers among the conservatives He contends that contrary to some social science theories the radicals were motivated by rational rather than ideological considerations and that they attacked the status quo because it was they who experienced discrimination under the existing political system whereas the conservatives generally belonged to favored social groups Lee demonstrates that an adequate history of the Cultural Revolution cannot restrict itself to an analysis of policy difference among the elites but must consider the behavior of the masses and their relationship with the elites Hong Yung Lee s account of the Cultural Revolution illuminates its complexities and subtleties to an unprecedented degree His primary concern is with the behavior of the masses once they were freed from party control and his analysis of voluminous Red G

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