

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

Bill Butterworth



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The Kimball Group Reader Ralph Kimball, Margy Ross, 2016-02-01 The final edition of the incomparable data warehousing and business intelligence reference updated and expanded The Kimball Group Reader Remastered Collection is the essential reference for data warehouse and business intelligence design packed with best practices design tips and valuable insight from industry pioneer Ralph Kimball and the Kimball Group This Remastered Collection represents decades of expert advice and mentoring in data warehousing and business intelligence and is the final work to be published by the Kimball Group Organized for quick navigation and easy reference this book contains nearly 20 years of experience on more than 300 topics all fully up to date and expanded with 65 new articles The discussion covers the complete data warehouse business intelligence lifecycle including project planning requirements gathering system architecture dimensional modeling ETL and business intelligence analytics with each group of articles prefaced by original commentaries explaining their role in the overall Kimball Group methodology Data warehousing business intelligence industry's current multi billion dollar value is due in no small part to the contributions of Ralph Kimball and the Kimball Group Their publications are the standards on which the industry is built and nearly all data warehouse hardware and software vendors have adopted their methods in one form or another This book is a compendium of Kimball Group expertise and an essential reference for anyone in the field Learn data warehousing and business intelligence from the field's pioneers Get up to date on best practices and essential design tips Gain valuable knowledge on every stage of the project lifecycle Dig into the Kimball Group methodology with hands on guidance Ralph Kimball and the Kimball Group have continued to refine their methods and techniques based on thousands of hours of consulting and training This Remastered Collection of The Kimball Group Reader represents their final body of knowledge and is nothing less than a vital reference for anyone involved in the field

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 The Wise Company Ikujiro Nonaka,Hiroataka Takeuchi,2019-09-13 High velocity change is the fundamental challenge facing companies today Few companies however are prepared to continuously innovate because they focus on the short term and do not emphasize the wisdom needed to make sure that their interests are aligned with those of society Practical wisdom is the bases of continuous innovation where companies ceaselessly and repeatedly creating new knowledge disseminating it throughout the organization and converting knowledge to action over time In The Wise Company legendary management experts Ikujiro Nonaka and Hiroataka Takeuchi highlight how various companies have confronted the challenge of rapid change to create new products and new ways of doing business that benefit employees consumers and society The key a relentless self renewal process where companies realize the future they envisions rather than only responding to changes in the environment Nonaka and Takeuchi argue that while knowledge creating companies focusing on tacit and explicit knowledge can generate innovation they cannot create it on a continuous and ongoing basis without having wisdom about human interactions and how they influence organizational structures and practices Companies that have resilience longevity and sustainability share a number of characteristics Nonaka and Takeuchi show Strategies are based on alignment of organizational and societal benefits Leaders grasp the core of any situation or problem quickly and intuitively comprehend the nature and meaning of people things and events But wise leadership is not enough wisdom must infuse the organization through informal as well as formal shared interactions and communications that focus on metaphors and stories that convey the essence and meaning of strategies and actions In short Nonaka and Takeuchi demonstrate how continuous innovation results from companies ceaselessly and repeatedly creating

new knowledge disseminating knowledge throughout the organization and converting that knowledge to action The Wise Company presents a new model of knowledge creation and practice for the twenty first century

Shareholder Value - A Business Experience Roy E. Johnson, 2001-10-23 Shareholder Value presents a powerful and useful toolkit of market based perspectives analytic approaches valuation techniques and specific financial metrics for use in everyday business life The author helps a broad spectrum of professionals understand the salient points and real world implications of a value management movement which has taken hold in many corporations in the United States and around the world This movement is being supported by some of the major institutional investors who influence financial markets The main goal of Shareholder Value is to help working professionals grasp the concept of value creators and destroyers along with the implications He also provides tools to measure the success or failure of major strategic and operational initiatives and enables corporate managers to understand how shareholder value is created and then directs behaviour toward value based planning and action Although mainly aimed at the professional market Shareholder Value will also be of use to students of business and finance as it is intended to provide a comprehensive foundation for important elements of business strategy and acquisition valuation corporate financial analysis capital investments corporate financing and economic value based metrics

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

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 *Hearings, Reports and Prints of the House Select Committee on Small Business* United States. Congress. House. Select Committee on Small Business,1965 How to Write & Give a Speech Joan Detz,2002-12-02 This newly revised guide offers sound advice on every aspect of writing and giving an effective speech

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 that will help engineers design products and services to meet societal needs with minimal impact on the global ecosystem Using specific examples and illustrations the authors cleverly demonstrate opportunities for sustainable engineering providing readers with valuable insight to applying these principles This book is ideal for technical and non technical readers looking to enhance their understanding of the impact of sustainability in a technical society Defines the principles of sustainable engineering Provides specific examples of the application of sustainable engineering in industry Represents the viewpoints of current leaders in the field and describes future needs in new technologies

On-the-Fly Guide to Building Successful Teams Bill Butterworth,2006-07-18 This little book could make a big change in the way you view your team There s little more energizing and fulfilling in life than the satisfaction of working well with others to accomplish a common goal And this powerful little book can help you experience more team satisfaction than ever before Making use of his exceptional humor laced storytelling style Bill Butterworth makes the basics of teamwork easy to grasp and easy to put to work He sketches a memorable overview of teamwork that includes the three great needs of team members the four great barriers to teamwork and the five great traits of effective teams It all adds up to a succinct understanding of how to work well as a team that will satisfy leaders managers coaches anyone who wants to know how to

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Rebels divided internally along a conservative radical line Rejecting the ideologically oriented assumption that workers and students of worker or peasant origin comprised the majority of the radical elements Lee argues that students of bourgeois and other bad origins workers in small factories sent down students and demobilized soldiers were the radicals whereas students from 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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