

# **E Know IT**

## Agenda

Project Kick-Off Meeting Agenda

2014, June 5th / 10:00

Puerto de Gijon, Spain

# CEGE Presentation

CEGE - The Centre of Management Studies of ISEG was founded in October of 1990 as a nonprofit research center within the ISEG/UTL.

Research projects

Seminars, conferences and similar activities

Publications, such as working papers and studies in general management key areas

Project management consulting and information systems

# Meeting Objectives

- ✓ To obtain a common understanding and identify high level requirements
- ✓ To foster team building and establish working relationships and lines of communication

# Meeting Opening

- ✓ Review meeting objectives and the agenda

# Team Introductions

- ✓ State name, role and organization represented
- ✓ Identify interest, commitment and expectations

# Review Project Charter

- ✓ Review project background and objectives
- ✓ Discuss consortium organization, mandate / scope, core issues and risk management
- ✓ Discuss project image

# Clarify Roles and Responsibilities

- ✓ Project Manager, Consortium Members
- ✓ Task Leader and Task Contributor

# Determine Team Communications

- ✓ Discuss how the team will communicate
- ✓ Tools and Frequency

# Develop Project Schedule

- ✓ Discuss funding and financial guarantee
- ✓ Identify high level requirements
- ✓ Identify critical links and critical tasks
- ✓ Key deliverables and time risk

# Meeting Close

## **Ensure outcomes of meeting met objectives:**

- ✓ Team alignment with project mandate
- ✓ Updated project schedule
- ✓ Agreement on team communications and project image