

Document for the project team kick-off meeting (kick-off)

What is the Document for the project team kick-off meeting and what is its purpose

The name of the meeting, kick-off, has been taken from English and refers to the beginning of a football match.

The first meeting of the project team that starts the project implementation process should be used to introduce individual team members, to introduce the project, including its context, and to clarify the roles and responsibilities of individual team members.

It is advisable to prepare the Kick Off Meeting Document in advance, listing basic information on the project as the overall project documentation (construction documentation for investment or grant application, including annexes for non-investment projects) is usually too extensive for all project team members to read.

When is the document prepared

The document is prepared **before the kick off meeting of the project team** which usually takes place immediately after the approval of project implementation.

Who participates in the preparation of the report

The document is usually prepared and presented by the **project manager**.

When is the document used

The document is used during the kick off meeting of the project team before the actual start of the project implementation process.

Process of preparing the document

When preparing the Document, the prepared project plan can be used (Project Time Schedule, Project Budget, WBS).

1. Basic information on the project that must be known to all team members at the start of the project should be taken from the actual project documentation – see the form structure.
2. Select a member of the project team, ask them to read the document in order to check if the document is clear and unambiguous; make changes if necessary.
3. Send the document to team members well before the kick off meeting so that they can familiarise themselves with the document.

Notes

The document is a text document in a table format. The text can easily be used in a presentation, i.e. MS Powerpoint.

If team members do not know one another, use an icebreaker activity, e.g. a game, have dinner together, etc. At the end of the kick off meeting motivate project team members in a suitable manner.

Example of a completed form

Introduction of project team members
<ul style="list-style-type: none">• Project sponsor – RNDr. Jana Nejvyšší – Headmistress• Project manager – Mgr. Ivana Nová• Finance manager – Ing. Petr Dvořák• Specialist coordinator – PaedDr. Aleš Novák• Specialist team members – Mgr. Alena Pardubická, Mgr. Petra Hradecká, Mgr. Vlasta Olomoucká <pre>graph TD; A[Project sponsor] --> B[Project manager]; B --> C[Finance manager]; B --> D[Specialist coordinator]; D --> E[Team members]</pre>
Project name and objectives
NAME <ul style="list-style-type: none">• Language Gate (LG) OBJECTIVE <ul style="list-style-type: none">• The language skills of our students will have increased by the end of XY.
Project outputs
<ul style="list-style-type: none">• O1: A multi-media language classroom is ready (for 25 students);• O2: 3 stays abroad for 20 students have taken place (2 weeks, Great Britain);• O3: Internships abroad for 10 teachers have taken place (3 weeks, Bristol High School);• O4: Preparatory courses for 60 students for certification exams have taken place (Business English Certificate Preliminary);• O5: 4 modules in linguistics for teachers have taken place (English I. – 4 teachers, English II. – 3 teachers, German – 2 teachers, Russian – 2 teachers).
Why do we implement the project and what should its benefits be
REASONING <ul style="list-style-type: none">• students do not have the necessary English speaking and writing skills required in the hotel business;• our students' knowledge of German is nearly zero;• employers welcome knowledge of Russian;• more – target group analysis. BENEFITS

- The employability of our graduates will have increased by 5% by the end of XY+1.
- The number of students interested in studying at our school will have increased by 10% by the end of XY+1.

Main time schedule and budget

- O1: Classroom – 1/1/2013 to 31/3/2013 – CZK 1,287,600;
- O2: Stays – 1/7/2013 to 31/8/2013 – CZK 821,438;
- O3: Internship – 1/7/2013 to 31/8/2013 – CZK 598,744;
- O4: Courses – 1/9/2013 to 31/1/2014 – CZK 614,876;
- O5: Modules – 1/1/2013 to 31/1/2014 – CZK 433,709.

Project responsibility matrix (see the Responsibility Matrix)

	Nejvyšší Sponsor	Nová Project Manager	Dvořák Finance Manager	Novák Specialist Coordinator	Pardubická Team Member	Hradecká Team Member	Olomoucká Team Member
O1: Classroom	C	A	I	I		P	
O2: Stays			I	A			P
O3: Internship	C		I	A	P		
O4: Courses			I	A			
O5: Modules	I	A			P	P	

Key: A – Approves, P – Performs, C – Consults, I – Informed

Main risks and limitations

RISKS:

- students are not interested in stays abroad and certification
- teachers are overloaded and they will not participate in all planned activities
- extraordinary events that might happen to students and teachers abroad

LIMITATIONS:

- the implementation of the project MUST NOT endanger everyday lessons
- the equipment for the multi-media classroom must be 100% compatible with the existing equipment at the school

Project planning and control, amendments

- detailed plans per calendar month is prepared (file XY on the server);
- the persons responsible for individual outputs will deliver a report by the 1st of the month to the Project Manager (evaluation of activities in the past month, problems and proposals on how to resolve the problems, an activity plan for the coming

month, proposed amendments);

- expenditure up to CZK 10,000 is approved by the person responsible for the output; expenditure exceeding CZK 10,000 is approved by the project sponsor;
- suggestions for amendments to the approved project documentation (grant application) are collated by the Project Manager; minor changes are approved by the PM, major changes are approved internally by the sponsor and overall by the grant provider.

Communication and reporting

- A PROJECT team meeting shall take place on the first Monday of the month from 2 pm to 5 pm (it will be attended by: Nová, Dvořák, Novák);
- SPECIALIST team meetings shall take place on the first Tuesday of the month from 1 pm to 3 pm (will be attended by: Novák, Pardubická, Hradecká, Olomoucká);
- work reports shall be handed in by each member of the team by the last day of the month in an electronic format to Mgr. Nová, Project Manager;
- weekly reports shall be submitted by each team member to their line manager by Friday 2 pm;
- all project documentation can be found in the XY file on the server.