

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

<b>Introduction of project team members</b>							
<i>State their roles and positions, use a team chart - see the Organisational structure form</i>							
<b>Project name and objectives</b>							
<i>State the name and objectives of the project</i>							
<b>Project outputs</b>							
<i>Specify individual outputs - WHAT should be delivered by the project (or copy the WBS - see the WBS form)</i>							
<b>Why do we implement the project and what should its benefits be</b>							
<i>Tell the team about the context of the project - how and why it originated, which problems it responds to, what are the expected benefits</i>							
<b>Main time schedule and budget</b>							
<i>State the main (steering) time schedule, or a list of main milestones, and the total budget (per chapter or outcome)</i>							
<b>Project responsibility matrix</b>							
	Team 1 member	Team 2 member	Team 3 member	..	..	..	..
Output (work package) 1							
Output (work package) 2							
Activities (e.g. amendments)							
A - Approves, P - Performs, C - Consults, I - Informed							
<b>Main risks and limitations</b>							
<ul style="list-style-type: none"> <li>Describe the most significant risks identified by risk analysis</li> <li>Describe the main limitations which must be respected by the project team</li> </ul>							
<b>Project planning and control, amendments</b>							
<ul style="list-style-type: none"> <li>Briefly state how the detailed planning of the project and project evaluation will take place</li> <li>Describe who is collecting suggestions for project amendments, alternatively who approves the amendments</li> <li>State any other major points for planning, checking and amendments (e.g. reference to internal policies or other regulations)</li> </ul>							
<b>Communication and reporting</b>							
<ul style="list-style-type: none"> <li>When will the project team or sub-team meet?</li> <li>To whom, when and what will be reported by individual team members?</li> </ul>							

