

**Launch Kick-off meeting—Activity Definition****Purpose:**

The objective of this activity is to ensure that all the project team members are aware of the ground rules of the project.

**Participants:**

Project Manager, Project team, and relevant stakeholders

**Inputs:**

Project Overview Statement [1], Work Breakdown Structure [1], Time and cost estimates [1], Work Plan [1], Project Schedule [1], and Integrated Project Plan [3],

**Process:**

1. The Project Manager should walk the team through the Project Overview statement.
2. The Project Manager can present a high-level level Gantt chart of the schedule.
3. The Project Manager can inform the team members of the communication plan.
4. The team members should also be informed of the frequency of the status reports.
5. The Project Manager should discuss the process for resolving conflicts, and if necessary define an escalation process.
6. The Project Manager should inform the team of the ground rules set for the project. The Project Manager should inform the team of the working style, and the overall process the team should follow for project execution, reviews, etc.
7. Notes from the meeting need to be recorded and circulated.

**Outputs:**

Notes from the meeting

**Launch Kick-off Meeting—Guidelines**

1. Send out a meeting announcement with a meeting agenda to attendees with project objective, meeting objective and time frames. If team members can or cannot attend they are required to 'RSVP' to you. That requirement needs to be stated in the meeting announcement.
2. Prepare the meeting agenda in advance and take copies of the agenda to the meeting for the participants.
3. Prepare handouts for the meeting, if necessary.
4. If the project belongs to Class 3,4, or 5, the communication matrix in the communication plan can be discussed in this meeting. If the project belongs to Class 1 or 2, the ground rules of communication can be discussed.
5. A conflict resolution process should be agreed upon. The escalation procedure detailed in the governance document should be discussed.
6. The ground rules for the project should be set and communicated to the team. The Project Manager should inform the project team what the Project Manager's expectations are of the team.  
e.g. The Project Manager may decide that email is the primary form of communication even if a team is co-located. The Project Manager may expect that the team members check their office email every hour. Or, Problems regarding overload due to project work conflicting with work on other projects should be escalated to the Project Manager. Or, time sheets need to be filled out on a daily basis.

The working style, and the overall processes should be discussed.

e.g. Setting times of availability during the workday- in case the Project Manager is handling multiple projects, s/he can set aside a block of time everyday when a team member can walk in and discuss issues. For urgent issues, the Project Manager should always be available to the team. Or, status meetings will be held every Friday at 8.00 a.m.

7. Copies of the notes need to be sent to all project participants and the attendees of the meeting.