

Invitation to Project Kick-off Meeting

Project:	Project Manager:
Date / Time:	Participants:
Place:	

Aims

- Jointly starting the project
- Ensuring that everybody is in possession of the same information (common understanding)
- Creating / agreeing the project plans
- Discussing the aims and benefits of project management
- Clarifying the project roles, agreeing forms of collaboration and project rules
- Team building
- Agreeing the next course of action

Non-aims

- Completing the project plans
- Discussing technical details

Agenda

- Welcome, introduction, aims and schedule, introducing the project team members to one another
- Project status and brief
- Project assignment
- Project organisation chart, communication structures
- Project scope definition (deliverable plan / Work Breakdown Structure)
- Assigning responsibility for Work Packages, drawing up WP definitions
- Rough Gantt Chart
- Stakeholder analysis, project context analysis
- Discussing and organising resources and costs
- Agreeing project-specific rules
- Agreeing the next course of action

Documentation

- Preliminary project plans, project handbook
- (Project assignment, deliverable plan / Work Breakdown Structure, milestone plan, rough Gantt Chart, organisation chart, etc.)
- Invitation with agenda

Project Kick-off Meeting Schedule

Project:	Project Manager:
Date / Time:	Participants:
Place:	

Agenda	Person in charge	Duration
1. Welcome, introduction, aims and schedule, introducing the project team members to one another	PM	08:00-08:25
2. Project status and brief	PM	08:25-08:45
3. Project assignment	PM	08:45-09:30
4. Review, project organisation chart, communication structures	PM	09:30-10:00
5. Break		10:00-10:20
6. Work Breakdown Structure (WBS) review	PM	10:20-11:30
7. Persons in charge of WPs, WP definitions	PM	11:30-12:00
8. Lunch		12:00-13:00
9. Rough outline schedule review	PM	13:00-13:40
10. Stakeholder analysis	PM	13:40-14:10
11. Discussing and organising resources and costs	PM	14:10-14:30
12. Break		14:30-14:50
13. Project rules	PM	14:50-15:10
14. Planning next course of action, finish meeting	PM	15:10-15:30
Additional information		
<ul style="list-style-type: none"> ○ ○ 		

PC...Project Coach PM...Project Manager

Invitation to Project Follow-up Meeting

Project:	Project Manager:
Date / Time:	Participants:
Place:	

Aims

- Discussing and approving existing project plans
- Creating additional project plans
- Project controlling planning
- Agreeing the next course of action

Agenda

- Introduction, aims, schedule
- Flash method
- Approving the project assignment, project organisation chart, project communication structures and project rules
- Presentation and approval of WBS including responsibilities and WP definitions
- Presentation and reviewing the detail schedule
- Creation / discussion of risk analysis
- Discussion PM plan completion
- Project controlling planning
- Preparing project owner meeting
- Discussing remaining issues and agreeing the next course of action

Documentation

- Project handbook, selected project plans
- Invitation with agenda

Project Follow-up Meeting Schedule

Project:	Project Manager:
Date / Time:	Participants:
Place:	

Agenda	Person in charge	Duration
1. Introduction, aims and schedule	PM	08:00-08:10
2. Flash method	PM	08:10-08:35
3. Approving the project assignment, project organisation chart, project communication structures and project rules	PM	08:35-09:00
4. Presentation and approval of WBS incl. responsibilities and WP definitions	PM	09:00-09:45
5. Presentation and reviewing the detail schedule	PM	09:45-10:25
6. Break		10:25-10:40
7. Creation / discussion of risk analysis	PM	10:40-11:10
8. Discussion PM plan close-down	PM	11:10-11:20
9. Project controlling planning	PM	11:20-11:45
10. Preparing project owner meeting	PM	11:45-11:45
11. Discussing remaining issues and planning the next course of action	PM	11:45-12:00
Additional information		
<ul style="list-style-type: none"> ○ ○ ○ 		

PC...Project Coach PM...Project Manager

Invitation to Project Controlling Meeting

Project:	Project Manager:
Date / Time:	Participants:
Place:	

Aims

- Ascertaining the project's status, updating the project plans
- Identifying current problems
- Planning control measures
- Agreeing the next course of action

Agenda

- Introduction, aims, schedule
- Flash method
- Discussing the minutes from the last meeting
- Assessing and discussing deliverables' status and schedule
- Assessing and discussing resource, cost and risk status'
- Assessing and discussing stakeholders and relationships to other projects
- Discussing internal organisation and collaboration
- Discussing current problems within the project and development of draft approaches to problem resolution
- Discussing future outlook
- Discussing remaining issues and agreeing the next course of action

Documentation

- Project handbook, WBS, milestone plan, detail schedule, stakeholder analysis, resource and cost overview
- Invitation with agenda
- Minutes from last meeting

Project Controlling Meeting Schedule

Project:	Project Manager:
Date / Time:	Participants:
Place:	

Agenda	Person in charge	Duration
1. Introduction, aims, schedule	PM	08:00-08:05
2. Flash method	PM	08:05-08:30
3. Discussing the minutes from the last meeting	PM	08:30-08:40
4. Assessing and discussing status of deliverables and dates	PM	08:40-09:10
5. Assessing and discussing resource, cost and risk status	PM	09:10-09:40
6. Break		09:40-09:55
7. Assessing and discussing stakeholders and relationships to other projects	PM	09:55-10:15
8. Discussing internal organisation and collaboration	PM	10:15-10:25
9. Discussing current problems within the project and development of draft approaches to problem resolution	PM	10:25-10:50
10. Discussing future outlook	PM	10:50-11:00
11. Agreeing the next course of action	PM	11:00-11:15
Additional information		
<ul style="list-style-type: none"> ○ ○ 		

PC.....Project Coach PM.....Project Manager