

Project Kick-Off Meeting

V2.0.0

Project Kick-off Meeting

What is it?

This is the first meeting of the full project team. It also includes key people from Food Agility and project partners but the most important are those in the core team who will actually deliver the project.

How a good Kick-Off Meeting helps teams

- Introduces everyone (it is often the first time the full project team is together) and explains their roles.
- Creates a common understanding of purpose and a shared vision among the project team and stakeholders.
- Establishes a team culture of open communication, collaboration and trust.
- Exposes the project team to agile principles, tools & support.
- Focusses the team on what they will deliver in the first quarter.
- Is an opportunity to openly discuss potential risks, bottlenecks and other concerns.
- Covers off procedural elements like budgets and reporting.

How to run a great kick-off meeting

- Start with how this project will impact the lives of end-users
- Review the Lean Canvas & OKRs
- Consider the team culture you want to create
- Invite team members and stakeholders to contribute
- Focus on what you will deliver in the first quarter

Example Agenda:

Welcome + Project Background	Project Lead High level description of the project impact, ideally tell story of end-user.	10min
Introductions	Introducing the team at Food Agility (Chief Scientist, Legal, Communications and project support)	10min
Project Importance	Senior Stakeholders <i>Talk through how this project delivers on goals of all organisations and how important it is.</i>	10min
Getting to know the Team	Agile Coach (or other) <i>Build a common team understanding</i> Example activities: User Guide of You Timeline of My Life	30min
Our first quarter: OKRs Lean Canvas (Gantt Chart)	Project Lead <i>Talk through practically what will be achieved in first quarter, each person's role and potential barriers to success</i>	25min
What does success look like for this Quarter?	Agile Coach <i>Help team visualise what success would look like for the next 12 weeks.</i>	5min