

Kickoff Meeting and Project Plan Guide

Kickoff Meeting

Agenda

- Get to know everyone
- More project info with Q&A
- Discuss and draft project plan
- Go over milestone meeting and reporting requirements
- Plan immediate actions following the kickoff meeting

The project plan will be drafted during the kickoff meeting and completed after the kickoff meeting. Submit your plan to D2L BrightSpace by the due date. Your plan will be reviewed by the instructor and project owner, and revised if necessary. A final approved version will be used as a reference throughout the project.

Instructions for plan template document sections

Use the attached template as a starting point.

Project Name

Replace the name with your project name. Use the name consistent with the project information sheet.

Overview

Provide some high level overview of the project, including background, objectives, and scope. It should be brief, concise, yet meaningful. Do not exceed a page. You may refer to the overview in the project charter posted earlier in the semester.

Project team

Please provide contact, including email, phone, or any other methods (e.g. Skype) for collaboration and communication. Use the email you use most frequently.

Project website

Enter your website URL here.

The website is for all project stakeholders, faculty, IAB members, and other public visitors to get information about your project. All project sites will be listed at <http://itcapstone.blogspot.com>

- Use either of the following tools to build a simple presentational website. Both services use google account as login, support team editing and link to Google Drive files.
 - Google Sites: <https://sites.google.com>
 - Google Blogger: <https://www.blogger.com>
- At least display the following on the homepage: project title, overview, team, affiliation, semester, links to the course, department, and university
- Include the following content (organize webpages yourself)

- Links to all milestone reports.
- Links to project files like Project Charter, Project Plan, Gantt Chart, milestone reports, etc.
- Links to all technical documents like analysis, design, user manual, documentations, etc.
- Presentation slides
- Links to live demonstration site if there is. Provide instructions if needed.
- Choose your own theme and style.

Final Deliverables

Final deliverables are the things expected to be accomplished at the end of the project. They should be defined clearly and precisely. They will be used for project progress planning and checking, and project evaluation.

Final deliverables may include:

- Actual IT systems like databases, applications, systems, source codes, etc.
- Written documents like analysis and designs, research reports, documentations, user manuals, etc.

Milestones

Milestones are major achievements expected at certain time point. They allow project management to much more accurately determine whether or not the project is on schedule. List the major milestones by milestone report dates and final report date. Learn to break down a big project into phases and achievable targets in each phase. Consider following a methodology to plan milestones and phases.

Milestone meetings date/time

Schedule the three milestone report meetings now. The team leader should remind and confirm with everyone at least **one week** before the milestone meeting, and reschedule if necessary.

Communication and Meeting Plan

These focus on your internal communications and meetings, and those with the project owner and instructor. Include at least:

- What systems are you using for communication and file sharing? How are you going to use it?
- Regular meeting plan. Including how, when, and other requirements. Who will take and distribute meeting notes?
- Establish the regular status update policy reporting to the client (weekly or bi-weekly, when, how, etc.)

Project schedule and tasks

Provide finer level (e.g. weekly) objectives and tasks using the Gantt chart. Use the attached “Project Workload Planning and Tracking Template” Excel file as a template, or use other project management software (like MS Project) to build a similar one. Please read the “Project Workload Planning and Tracking Instruction” file and some learning resource.

Other planning

Any other planning?

Resources and References

- http://en.wikipedia.org/wiki/Project_plan
- <http://www.projecttimes.com/articles/10-steps-to-creating-a-project-plan.html>
- <http://www.easyprojects.net/blog/2012/03/19/project-management-101-what-are-milestones/>

Submission

Submit the completed and approved project plan (including the Gantt chart) to D2L Brightspace, one for each group. Make sure you have sent the draft plan to the project owner and the instructor well before the due date for approval before submission.

Grading

Grade	Explanation
5	The plan is complete, detailed, professionally formatted. Approved and submitted on time. The Gantt chart is well planned with tasks and workload reasonably estimated.
4	The plan is somewhat incomplete, but may have formatting issues. Approved and submitted on time. The Gantt chart is well planned but with may have task break-down issues or incomplete workload.
3	The plan is somewhat incomplete, and has formatting issues. Did not get approval before submission. The Gantt chart is not well planned, without tasks or workload data.
2	The plan is largely incomplete and lack of details, and has formatting issues. Did not get approval before submission. The Gantt chart is not well planned, without tasks or workload data.
1	The plan is largely incomplete and lack of details, and has formatting issues. Did not get approval before submission. The Gantt chart is missing.