



Design Kick-Off Meeting Agenda

Project Name: _____
Department: Public Works
Division: Engineering
Project Number: _____
Account Number: _____

1. INTRODUCTIONS
 - 1.1. PROJECT TEAM REVIEW
 - 1.2. ROLES
 - 1.3. CONTACT INFORMATION
2. STATUS OF CONTRACT
 - 2.1. SIGNED CONTRACT DOCUMENTS
 - 2.2. INSURANCE CERTIFICATES
 - 2.3. NOTICE TO PROCEED
3. PROJECT CHARTER REVIEW
 - 3.1. PROJECT PURPOSE AND BACKGROUND
 - 3.2. PROJECT LIMITS
 - 3.3. ORGANIZATIONAL STRUCTURE
 - 3.4. PROJECT COMMUNICATION PLAN
 - 3.5. PROJECT SCOPE
 - 3.5.1. GOALS
 - 3.5.2. TECHNICAL APPROACH – PROJECT DESIGN SPECIFIC
 - 3.5.3. WORK BREAKDOWN STRUCTURE (WBS)
 - 3.5.4. PROJECT SCHEDULE
 - 3.5.5. MILESTONES AND DELIVERABLES
 - 3.5.6. OUT OF SCOPE ITEMS
 - 3.5.7. CONTRACT FEES AND PAYMENTS

- 3.6. PROJECT MANAGEMENT
 - 3.6.1. ONLINE SYSTEM ACCESS
 - 3.6.2. TIME MANAGEMENT
 - 3.6.3. COST MANAGEMENT (REVIEW IN-HOUSE COST ESTIMATES)
 - 3.6.4. CHANGE MANAGEMENT
- 3.7. PROJECT CONDITIONS
 - 3.7.1. ISSUES
 - 3.7.2. RISKS
 - 3.7.3. STAKEHOLDER INTERESTS REVIEW
 - 3.7.4. RIGHT-OF-WAY AND EASEMENTS
 - 3.7.5. ISSUE AND RISK MANAGEMENT
- 3.8. PROJECT STANDARDS
 - 3.8.1. DESIGN STANDARDS
 - 3.8.2. PERMITS AND OUTSIDE APPROVALS
 - 3.8.3. OTHER ITEMS
- 4. ACTION ITEMS
 - 4.1. INFORMATION NEEDS AND RESPONSIBILITIES
 - 4.2. FINALIZE THE PROJECT MANAGEMENT PLAN AND UPDATE ONLINE SYSTEM
 - 4.2.1. ORGANIZATIONAL CHART
 - 4.2.2. COMMUNICATION PLAN
 - 4.2.2.1.** ONLINE “CLIENTS” AND “ALERTS”
 - 4.2.2.2.** PROJECT MEETINGS
 - 4.2.2.3.** PROJECT PROGRESS REPORTING
 - 4.2.2.4.** UTILITY COORDINATION
 - 4.2.2.5.** OUTSIDE AGENCY COORDINATION
 - 4.2.2.6.** PUBLIC ENGAGEMENT
 - 4.2.2.7.** PROJECT DELIVERABLE SUBMITTALS
 - 4.2.3. PROJECT WBS AND SCHEDULE (SCOPE AND TIME MANAGEMENT)
 - 4.2.4. COST MANAGEMENT PLAN
 - 4.2.5. CHANGE MANAGEMENT PLAN
 - 4.2.6. RISK MANAGEMENT PLAN
 - 4.2.7. ONLINE FOLDER DIRECTORIES
 - 4.3. SITE ASSESSMENT
 - 4.4. SURVEY NOTICE
 - 4.5. UTILITY NOTICE