

Guide for Project Kick-Off Meeting

Follow the steps of the process as appropriate, skipping those that do not apply.

1. Welcome to the Project Kick-Off Meeting for xxxxxx project.
2. The AAACN board determined that we can have greater success with our projects if we have a kick-off conference call meeting with everyone involved so that we are all on the same page regarding the project. This “kick off” meeting gives everyone the opportunity to ask questions, and we get a chance to determine the various responsibilities each of us will have on the project .
3. I would like everyone to introduce themselves and the reason why you are on this call. This will help us to recognize voices. Then each time you speak, please identify yourself.
4. I’ll start. I am xxxxxx, title, and I represent the AAACN Board of Directors.
5. Would the rest of you please introduce yourselves?
6. This is xxxx. Thank you for the intros. Let’s take a look at the charter for the xxxxxx project.

A charter is simply a written communication document. It states how the project fits into the strategic plan, the direction for the project, the intended outcome or deliverable, resources, parameters, and time frames. The charter is developed by a board member and approved by the board. It is a dynamic document that can be changed by the chair and board liaison based on need and new ideas or direction.

This projects fits into AAACN’s strategic plan, goal #x, which is xxxx. The objective for this goal is....

7. The charge for this project is xxxx
Any questions?
8. History
9. The outcome or deliverable is xxxx. Is this clear?
Any questions?
10. Accountable to board liaison, xxxxx. The board liaison’s role is to be the communication person from the board to the chair, and vice versa. The board liaison is a resource to help you understand the project, answer questions about direction, and to report your progress to the board. If you are having any difficulties or need to bounce ideas off of someone with authority, the board liaison is the person for this. The board liaison’s role is not to get directly involved in the project’s work (ie, be given an assignment).

Board liaison, want to add anything?

11. The staff liaison is xxxxx. This person is an administrative resource to the chair to help get the work done. The staff person will participate in any conf calls and emails. She will help the chair connect to the resources at the national office, and others.
12. It is a good idea to include the board liaison, staff liaison, and chair in all email/written correspondence.
13. Parameters -- The parameters are guidelines, suggestions, boundaries for the work that needs to be done. (Discuss each parameter.)
14. Collaborators -- You may collaborate with these individuals/groups to help you with the project. (Explain each of them.)
15. Resources -- We have or will send you these resources, if applicable. You may discuss how to use them with your board liaison.
16. Time frames -- Are they realistic? May need to negotiate.
17. Reporting times -- Monthly to board liaison for board conference call. Explain action plan template to plan the project and report progress/results. Board and/or staff liaison may help in completing the action plan. This will also be used as your report to the board.
18. Questions, final thoughts. Thank the chair for volunteering for the project and reinforce that we have resources available for them to be successful.