

Project Management (BPM1313)

Kick Off Meeting

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Kick Off in Project Management
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Chapter Description

- **Aims**
 - The aim of this chapter is to give the students a clear understanding of what is expected before a project commence.
- **Expected Outcomes**
 - It will help the students to know all the required participants, agenda, objective and scope of every project.
- **Other related Information**
 - PMBOK study guide
- **References**
 - Project Management Institute (PMI). Project Management Body of Knowledge (PMBOK). Arlington. ESI International.
 - Maley, C. Project Management Concepts, Methods, and Techniques. Arlington. ESI International.
 - Vilafiorita, A. Introduction to Software Project Management. Florida. Taylor and Francis.



PURPOSE OF KICK OFF MEETING

- Before the commencement of every project, a project manager is required to call for an initial site meeting.



Purpose:

- To ensure that all project participants begin the project with a clear and shared understanding of the project and project expectations.



PROJECT PARTICIPANTS

❖ CLIENT

- Provide money for project
- Set operational criteria for project
- Get updates of project's progress

❖ CONTRACTOR

- To construct the idea into physical form
- Perform work according to contract documents
- Complete project as schedule and within budget



PROJECT PARTICIPANTS

❖ ARCHITECT

- Design the architectural plan
- Produce design alternatives
- Advise the appropriate materials to be used based on budget and client's requirement

❖ ENGINEER

- Design the engineering drawings
- Produce design alternatives
- Advise the appropriate specifications to meet the function of the project



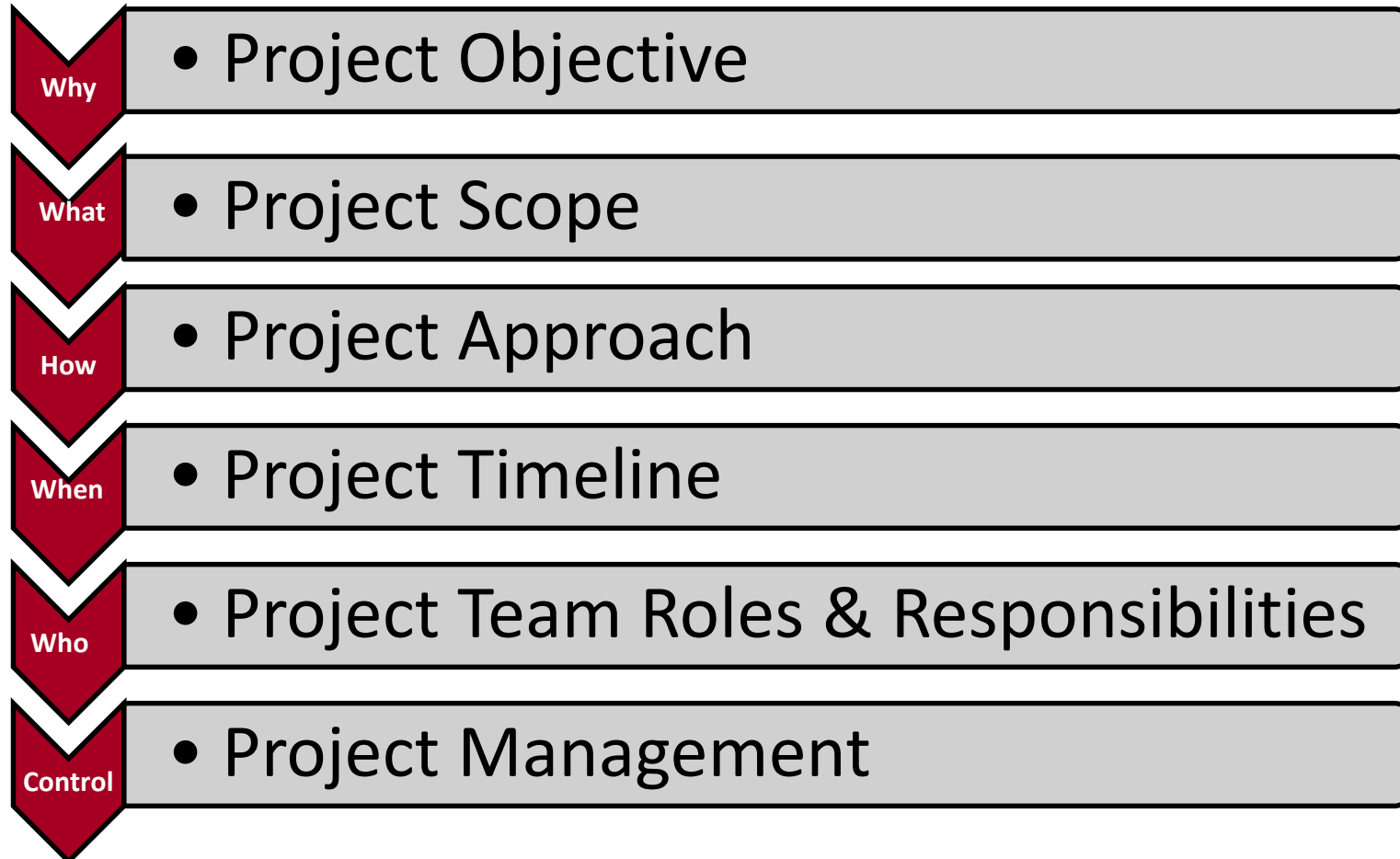
PROJECT PARTICIPANTS

❖ QUANTITY SURVEYOR

- Estimate the cost of project
- Involve in the tendering process
- Prepare complete list of job costs



AGENDA



- Project Objective

❖ Mission

A project mission should be clearly communicate what is it they do. Good project mission should be **clear, concise** and **useful** to all project **participants**.

❖ Objectives & Goals

objectives define **implementation** or **strategies** guidelines to **achieve** the identified **goals**.
unlike goals, objectives are **specific, measurable**, and have a defined completion **date**. They are more particular and outline “what, where, how, who, when, and who” of achieving the project goals.

- Project Scope

❖ **IN SCOPE**

❖ **OUT OF SCOPE**

□ **EXAMPLES:**

- Type of project
- Size of project
- Teams / gangs in the project
- Type of materials to be used
- Types of machineries / plants to be used
- Location of project – statutory authorities regulation



❖ Project Plan

- Include making necessary arrangements to connect or disconnect or divert the appropriate services

❖ PROJECT LIFE CYCLE PHASES

- Initiate
- Develop
- Execute
- Transfer



When

- Project Timeline

❖ Schedule

❖ Milestone (major achievement)

■ Examples:

- ✓ Issuance of project documentations, drawings
- ✓ Notice submission in respect of building regulations and local statutory requirements for commencement of works
- ✓ Confirm the dates of future regular project meeting



❖ Project Organization Chart

❖ Project Team Members

- Technical Team
- Functional Team

❖ Examples:

- Define the duties of the Superintending Officer (S.O.) and the clerk of works and make clear of the line of commands
- Establish trades the contractor wishes to sublet (appoint subcontractors).



- Project Management

- ❖ Meetings
- ❖ Issue management
- ❖ Change management
- ❖ Risk management

Conclusion of The Chapter

- This chapter discussed various participants and agenda that are required before kicking off a project. However, this will further help the students to have an idea of what project kick off is all about and to better comprehend the subsequent chapters.

