

Project BPP
Kick Off Meeting

KICK OFF MEETING PURPOSE

Before the commencement of a project, a project manager will 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

Why

- Project Objective

What

- Project Scope

How

- Project Approach

When

- Project Timeline

Who

- Project Team Roles & Responsibilities

Control

- Project Management



Why

- Project Objective

- Mission
- Goals & Objectives

What

- 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



How

• Project Approach

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

- Project Life Cycle Phases
 - Define
 - Analyze
 - Design
 - Develop
 - Test
 - Deploy
 - Close



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



Who

• Project Roles & Responsibilities

- 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)



Control

• Project Management

- Meetings
- Issue Management
- Change Management
- Risk Management

Questions

