

# Kicking Off The Project Team

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# Agenda

- The importance of kicking off the project team
- Options for kicking off project teams
- Your ideas!
- Summary



# Kicking Off The Project Team

- Get to know each other personally and professionally
  - Background/experience
  - Personal interests
- Introduce the project
  - Objectives/goals
  - Project sponsor
  - Project stakeholders
  - Budget
  - Timeline



# 5 Ways to Kick Off the Project Team

- Face-to-face meeting
- Virtual meeting
- Teleconference
- Email
- Portal



# Face-To-Face Meeting

- Many options to get to know each other, including:
  - Lunch or dinner
  - Team building exercises
  - Brief presentations by team members



# Virtual Meeting

- Many platforms available to support virtual meetings
  - Webex<sup>®</sup>, Illuminate<sup>®</sup>, Adobe ConnectPro<sup>®</sup>
- Team building exercises
- Brief presentations by team members



# Teleconference and Email

- Team building exercises not an option
- Team members can learn about each other



# Portal

- “Gathering Place” for team members
  - Microsoft SharePoint®
- Use to communicate and share information about team members
- Continue use throughout the project



# Your Ideas?

- How have you kicked off project teams?
  - Creative methods used?
  - How do you “fit it in” when you have back-to-back projects?



# Summary

- Best option is to get the team face-to-face
- If not possible, find some way to get them introduced to each other and learn a little bit about each other
- Speeds up the process of working together smoothly as a team
- Any questions??