Project kick-off session plan example

1. Getting To Know You

Who?
- Problem Solving Team (Data, Design, Innovation)
- Client involvement
- Others as required

Why?
- Identify initial challenge and resources available
- Data
- Current practices
- People
- Skills required

What?
- Project Proposal created
- Problem statement
- Requirements overview
- Timescales/deadlines
- Suggested next steps

How?
- Project Framer Session
- Initial client meeting
- Project proposal document

2. Further Investigation and Planning

Who?
- Initial Project Team
- Data, Design, Innovation, Tech
- Client involvement
- Others as required

Why?
- Frame the challenge correctly to produce challenge brief

What?
- Early data analysis
- Fact Finding and Landscaping (Research)
- Stakeholder engagement
- Design research
- Tech overview
- Initial ideas

How?
- Project Kick Off Session
- Initial research plan
- Data Plan – collection and analytics
- Challenge Framing workshop
- Final Challenge Brief
- Clear objectives and deliverables
- Timescales, milestones and so on
- Requirements
- Measures of success
- Next steps

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