

# Project kick-off

**Firstname Lastname**

<Title>

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# Agenda

- Business objective
- Project overview
- Contractual terms
- Project scope
- Business benefits
- Project schedule
- Team organization
- Risk and mitigation plan
- Critical success factors
- Working practices
- Standards
- Tools and software licenses
- Reviews and testing
- Questions

# Business objective

## Project overview

|  |  |
|--|--|
| Project type   | <Development/Maintenance/Production support> |
| Domain   |  |
| Technology   |  |
| Brief description of activities in different locations |  |
| Estimation technique                                   |  |
| Project size and UOM (Unit of measurement)             |  |
| Team size  |  |
| Total effort in person hours                           | •Location A-<br>•Location B-                 |
| Schedule   | •Planned start date-<br>•Planned end date-   |

## Project overview

|   |   |
|---|---|
| <b>Project cost</b>   |   |
| <b>List of deliverables with forecasted delivery dates</b>                        | Note:- Attach excel sheet with delivery plan. |
| <b>Travel estimate</b>  | No. of Trips, by whom etc.                    |
| <b>Any specific expectation of Customer/ Critical success factors for project</b> |   |
| <b>Process/Product quality goals (Customer mandated/Tieto specific)</b>           |   |

## Project brief description

|  |  |
|--|--|
| <b>Customer name</b>   |  |
| <b>Project name</b>  |  |
| <b>TERP ID / Project base ID</b>                                     |  |
| <b>UNIT name</b>   |  |
| <b>Product owner</b>   |  |
| <b>Customer delivery unit Head<br/>@&lt;Delivery centre name&gt;</b> |  |
| <b>Prepared by</b>   |  |

## Contractual terms

- Key contractual terms:
- The agreement can be found in <link>

## Project scope

- Scope of work defined for project is:

## Expected business benefits

- Some key benefits are:

# Project schedule

# Team organization

## Project roles & responsibilities

| Role                              | Responsibilities |
|-----------------------------------|------------------|
| Project manager                   |                  |
| Scrum master                      |                  |
| Development lead                  |                  |
| Technical architect               |                  |
| Developer                         |                  |
| Tester                            |                  |
| Configuration manager/ Controller |                  |
| Test manager                      |                  |
| Any other project specific role   |                  |
| Quality partner                   |                  |
| <Any other Team Member>           |                  |
| <Any other Team Member>           |                  |

## Risks and mitigation plans

Insert a Link to Project Risk Management plan or Risk Management Tool

## Critical success factors

- For example
  - Standardized requirements process
  - Maintain look-and-feel of existing application and build on top of existing functionality
  - Ability to deliver iterative quality deliverables within established schedule
  - Processes for effective collaboration between the XYZ & Tieto team with Global Delivery Model consisting of distributed teams
  - Mechanism to execute and govern the execution considering the special security needs
  - Good understanding of the current requirements
  - Achieve high product quality

## Working Practices

- < List here the working practices that are to be followed in the project. Add slides as needed. Consider topics like:
  - Processes, methods and tools to be used and where they are found/described.
  - Documentation (templates, language, reviews, approval etc.).
  - Project management practices (backlogs/task lists, definition of done, reporting and steering etc.).
  - Communication and info sharing practices internally and with customer (Teamer, Tieto Share, Google apps, Lync/e-mail etc.).
  - Confidentiality and security practices (document storage, premises and access control, NDAs etc.).
  - Hour reporting (projects, tasks, frequency, use of ETC/remaining effort etc.) >

## Meeting Practices

- < List here the meeting practices and other communications that are to be followed in the project. Add slides as needed. Consider topics like:
  - What kind of meetings will be held and what channels will be used (team meetings, project-level meetings, SG and other customer meetings etc.).
  - When the meeting invitations, status reports, etc. will be sent
  - What will be the practice for approving memos for SG meetings
  - What templates should be used for status reports and minutes of meetings
  - What information is mandatory to capture in memos and when
  - Who will make the status reports (Tieto PM or Tieto PM + Customer PM) >

## Standards

- For example:
- JAVA CODING STANDARDS published by Tieto Quality Group / W2E standards - Add link here
- JSP coding standards - Add link here
- Code review guidelines as identified by Project - Add link here

## Tools & software licenses

- 'Mention the project specific Tools & Software Licenses required '

## Reviews and testing

- Requirements / Inception
- Design / Elaboration
- Coding / Construction
- Testing / Transition

## Good practices, reusable Components to be used

| Project name & OR | Document / Good practice / Reusable components to be used | Details |
|-------------------|---|---------|
|                   | Document:   |         |
|                   | Good practice:  |         |
|                   | Good practice:  |         |
|                   | Reusable component:                                       |         |
|                   | Reusable component:                                       |         |
|                   | Reusable component:                                       |         |

# Questions?

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