

Project kickoff meeting

Background

The Information Technology Investment Intake (ITII) initiates the WaTech determination of oversight requirements. WaTech will respond within a week of this assessment to schedule the project kickoff.

Purpose of kickoff meeting

The purpose of the project kickoff is to share specifics about your agency project and to gather project participants together to make sure expectations are clear. The objective is to review all aspects of the project including:

- Purpose of the planned investment.
- Justification, including market analysis, alignment with the state's IT strategy and enterprise infrastructure.
- Funding, both for the project itself and for the ongoing maintenance and operation of the investment once implemented.
- Project schedule and management.
- Evaluation of project risk and mitigation strategies.

Meeting participants

The kickoff meeting should include the following participants:

- Agency project sponsor: executive sponsor and business sponsor or representatives
- Agency project manager
- Agency chief information officer or information technology (IT) lead
- Agency financial team
- Office of Financial Management (OFM) budget advisor
- WaTech oversight consultant
- WaTech business relationship managers (BRMs)
- WaTech enterprise architect
- Department of Enterprise Services contracts liaison

Meeting documents

In preparation for the kickoff meeting, the project may share the following documents with WaTech:

- A draft of the project charter

- A draft of the technology budget

Meeting agenda

At the meeting, the participants will cover the following topics:

- Project overview, business purpose and objectives
- Known risks, dependencies and constraints
- Legislated oversight requirements.
- The Gated Funding process (for gated projects only)
- Oversight policies, standards and procedures
- Project approval requirements:
 - Technology budget
 - Project charter
 - Quality assurance

Next steps

WaTech will review the next steps with the team to make sure all participants know what to do next and will follow up with a summary email. This includes:

- Establishing Project Governance and Steering Committee meetings.
- Engaging a qualified project manager and establish regular check-ins with an assigned oversight consultant.
- Completion of the technology budget.
- For gated projects, this includes:
 - Establishment of the gates and the deliverables for the project.
 - WaTech and Office of Financial Management review and approval of the draft technology budget. Once approved, WaTech will post the approved technology budget to the project IT dashboard.
 - Agency request for gate funds. Upon approval of the technology budget, the agency will request Gate 1 funds through WaTech.
- Agency will procure quality assurance (QA) to initiate the QA Readiness Assessment.
- Agency will complete the project charter.
- Agency will request investment approval.
- Agency and WaTech oversight consultant will post updates to the Washington State IT Project Dashboard.

If you have questions, please contact OCIOConsultants@watech.wa.gov