|  |  |
| --- | --- |
| 3D Project Kickoff Agenda |  |

|  |
| --- |
| 1. Welcome & Introductions |
|  |
| 1. Executive Summary / Project Background |
| o Vision & Mission for 3D Project - Convey “Why we are doing this project”  o Strategic significance - Business Objectives, Guiding principles.  *(Leverage 3D Business Case to frame this for your audience)* |
| 1. 3D Project Details |
| o Goals / Success metrics  o Scope & Deliverables - What are we focused on delivering? 3D Use Case(s), intended end users/audiences, enabling architecture / technology, etc.  o Timeline - key milestones & deliverables, sprint schedules  *(Leverage 3D Project Charter to extract key points about project scope)* |
| 1. Roles & Responsibilities |
| o Internal Team roles & responsibilities  o External partner roles & responsibilities |
| 1. Ways of Working |
| o Planning + Reporting  o Communication Protocols (e.g., project risks) |
| 1. Next Steps |
|  |
| 1. Q&A |
|  |