* **Introductions (names, business cards, contact info & preference)**
* **Identify the project scope**
	+ Definition of project scope
		- Statement of planning and vision
		- Is it feasible? Or Feasibility study needed?
		- Is it needed? Justification? Objective?
		- Is it clear that the client’s goal will meet their requirements? Exploration of other options?
	+ What should the deliverables be?
		- What are the requirements?
			* Abatement, flooring, paint, furniture, lighting?
		- What is outside the scope of the project? Anything to be reused?
* **Begin to identify budgetary requirements, rough schedule and constraints?**
	+ Project Scope
		- Checklist on page 2, use one per space/area
	+ Budget Range
		- Maximum?
	+ Preliminary Schedule
		- When to start?
		- Is space currently available?
		- Needs completion by?
	+ Constraints
* **Identify project roles and responsibilities**
	+ Who is the UDM? (title, name, contact info)
	+ Who will be the single point of contact that is responsible for all relay of information between both parties? (title, name, contact info)
	+ Who are key Stakeholders?
		- Discuss possible concerns and strategies
		- Public announcements needed?
	+ Who will receive updates on the project and when?
* **Explain next steps and timeline**
	+ Explain next steps and upcoming phases, give overview of Facility Project Process
	+ When will the Project Scope document be sent out? Timeline for client decision?
	+ When can the customer expect the FM-101D? For which phases?