*1/28/2016*

**Agenda for Design Phase Kickoff Meeting**

1. Introductions
	1. Project team
	2. Client representatives
2. Meeting objectives
	1. Begin of Design Phase
	2. Overview of project process and procedures
	3. Next steps
3. Project Overview
	1. Basics
		* + 1. Client
				2. UDM
				3. Client point of contact that communicates with stakeholders
	2. Key component (as defined in FM-101 – Project Authorization)
		* + 1. Scope (goals and objectives)
				2. Schedule
				3. Budget
4. Roles and Responsibilities
	1. Project Manager
	2. Professional support team
	3. Client and UDM
5. Project Schedule/Timeline – High-level Project Plan
	1. Preliminary Design Schedule
	2. Key milestones and target dates
6. Communication
	1. Project meetings
	2. Preferred method: e-mail, phone and fax
	3. Billing details on website to check current charges (http://www.fm.wmich.edu/go/bo)
	4. Determine who is included in various communications
	5. Stakeholder communication
7. Start of Design Phase
	1. General procedure
	2. Review of design documents, alternatives and drafts
	3. Scope changes (🡪 change order process)
8. Next steps