*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