

Sample kick-off week agenda

Day 1		
Session	Purpose	Notes
Introduction 60 min.	The vendor team meets agency staff responsible for the project. Attendees: Active project members only. Consider inviting a senior executive to kick off the meeting to signal the importance of the project and how invested the agency is in its success.	
Contract logistics 30 min.	The contracting officer goes over contract administration items such as invoicing, delegation of duties, etc.	

Day 2

Session	Purpose	Notes
What the agency knows/has learned so far 60 min.	Recap of discovery phase findings	
QASP and deliverables 90 min. or less	Overview of the deliverables and associated QASP elements. Create a schedule for when to revisit the QASP (and update if needed).	
Group alignment exercise 60 min.	To surface risks, hopes, and fears from the development team, including the product owner, technical lead, and COR. Some exercises include Assumptions and Risks, or Hopes and Fears .	

Day 3

Session	Purpose	Notes
Vendor asynchronous time Half-full day	Gives the vendor time to read over materials and prepare questions for future sessions.	

Day 4

Session	Purpose	Notes
User research findings 60 min.	To review any user research already conducted, including methods and user groups who've already been contacted, and to begin discussing how findings from the user research should inform the future build.	
Technical overview (constraints and architecture) 60 min.	Describes the agency's technical landscape and any limitations that the development team may encounter. May also include an overview of the ATO process and other compliance requirements.	

Day 5

Session	Purpose	Notes
Write team charter 60 min.	Establish how we want to work and how decisions are made.	
Technical overview (constraints and architecture) 60 min.	Allow the vendor to select the topic area and lead this session.	