

### WHAT IS A KICK-START?

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Projects run in the traditional manner can take weeks and even months to get off the ground. This time is generally wasted in set up and scoping activities, in particular gathering views from different people.

A Kick-Start involves getting everyone involved in a room together, typically for ½ a day to 1 day depending on the size and complexity of the project. Typical numbers on a Kick-Start are 10-25 but could be lower or higher. A Kick-Start accomplishes a lot of work, saves time and has many spin-off benefits.

#### The principles of kick-starting

- Obtain a wide range of involvement
- Use a structured approach and tools and techniques to ensure balanced participation
- Carry out scoping and initial planning
- Save time
- Get 'buy in' and alignment from all involved

#### Typical contents of a Kick-Start

- Introductions, what people want from the Kick-Start and their contribution to the project
- Briefing about and clarification of the remit
- Briefing sessions by key individuals
- Project scoping
- Identification of actions, by who, by when
- Identification of possible problems and obstacles
- Real work as required
- Planning communications
- Input on project methodologies and tools as required

## Project Kick-Start

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### WHO SHOULD ATTEND?

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This will be agreed as part of the planning process as described below. Generally attendees should be:

- Champion
  - Project Leader
  - Team members
  - Key players
  - Front-line staff as appropriate
  - Any others as appropriate
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### THE PROCESS

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#### Stage 1 - Exploratory meeting

We will hold a meeting with the people driving the project to find out the background, objectives, who is involved, issues and so on. If necessary (and for a typical project it normally isn't), 1-1 meetings can be held with other key individuals to find out their viewpoints.

#### Stage 2 - Proposal

We will prepare a proposal outlining the structure and contents of the Kick-Start.

#### Stage 3 - Delivery

We get all the people involved in a room together and run the session. Our role on the day is to:

- Provide the structure
- Keep participants on track
- Keep participants at the right level of detail
- Watch the time
- Ensure balanced contribution
- Watch for 'loose ends'
- Work closely with the Project Leader

#### Stage 4 - Review meeting

Finally we will hold a review meeting, share reflections on the Kick-Start, find out what's happened since and give guidance on next steps.