

## Kickoff Meeting Presentation Requirements

Kickoff meetings shall be conducted within the first 30 days of a task work order to review the deployment plan, tasks, deliverables, timelines, and anticipated implementation efforts and expected future project benefits.

At the kickoff meeting, the following requirements must be met for presentations:

- Use either MS PowerPoint or Adobe PDF formats
- Presentation should be between 20 – 30 minutes in length

The Research Performance Coordinator will use the last 5 – 10 minutes of the webinar to cover Research Center procedures and requirements.

The presentation *must* include:

1. Title slide/page
  - a. PM name, PI name, school, project (task work order) title, contract number
2. Presentation outline
3. Project Benefits (expected)
  - a. Qualitative
  - b. Quantitative
4. Implementation items/issues anticipated (if any)
  - a. Software, physical product/device, policy, procedure, etc.
  - b. Discussion of any additional stakeholders needed for implementation who were not previously identified?
5. Introduction
6. Project background: describe the problem/issue FDOT is attempting to address with this research project
7. Project objectives, as identified in the scope of services
8. Task outline from the scope of services: list and discuss the anticipated activities that will be conducted to complete each task; the PI, PM, and RPC will discuss any needs/issues associated with each of these tasks; repeat for each task on a separate slide (e.g. below). The PI will also list and discuss the required deliverable that will be submitted for each task.
  - a. List task 1 from the scope, list and discuss anticipated research activities and any needs/issues to fulfill task 1, and its associated deliverable.
  - b. List task 2 from the scope, list and discuss anticipated research activities and any needs/issues to fulfill task 2, and its associated deliverable.
  - c. Etc...
9. Discussion of anticipated project timeline (from scope of services)
10. Closing Slide/Page

PI = Principal Investigator, PM = Project Manager, RPC = Research Performance Coordinator