

## Kickoff Meeting 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, Contract Title, Contract Number
2. Presentation Outline
3. Project Subject Background - describe the problem/issue FDOT is attempting to address with this research project.
4. Project Objectives
5. 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.
6. Anticipated Project Benefits
  - a. Qualitative
  - b. Quantitative
7. Implementation Items -Identify any activities that need to be planned and/or performed during the life of the project to prepare for implementation.
8. Discussion of anticipated project timeline (from scope of services)
9. Equipment\*
  - a. Identify equipment planned for the project.
10. Closing Slide/Page

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

\* Research Center POC for all equipment is Ta'rika Green, [Tarika.Green@dot.state.fl.us](mailto:Tarika.Green@dot.state.fl.us)