| 3D Project Kickoff Agenda | A picture containing graphical user interface  Description automatically generated |
| --- | --- |

| 1. Welcome & Introductions
 |
| --- |
|  |
| 1. Executive Summary / Project Background
 |
| o Vision & Mission for 3D Project - Convey “Why we are doing this project” o Strategic significance - Business Objectives, Guiding principles. *(Leverage 3D Business Case to frame this for your audience)* |
| 1. 3D Project Details
 |
| o Goals / Success metricso Scope & Deliverables - What are we focused on delivering? 3D Use Case(s), intended end users/audiences, enabling architecture / technology, etc.o Timeline - key milestones & deliverables, sprint schedules*(Leverage 3D Project Charter to extract key points about project scope)* |
| 1. Roles & Responsibilities
 |
| o Internal Team roles & responsibilitieso External partner roles & responsibilities |
| 1. Ways of Working
 |
| o Planning + Reportingo Communication Protocols (e.g., project risks) |
| 1. Next Steps
 |
|  |
| 1. Q&A
 |
|  |