Preparing for your kick-off meeting is only half the work. You must also establish an atmosphere of leadership and communication.

The kick-off meeting for a new project is your best opportunity to energise the group and establish a common purpose towards completing the work.

There is nothing really SDMX-specific at this stage. Traditional project management procedures will generally apply, such as:

- Define project scope
- Set expectations of all key project stakeholders
- Identify project risks
- Discuss project plans

However, it is essential that the project leader has a clear view of the project he/she will have to implement. To this end, this Preparation Questionnaire can be used to guide the discussions with subject-matter experts with a view to delineating the scope of the project. Valuable input for the discussion can also be lessons learned documents from previous projects.