

## 8.0 Resource Management Templates

To manage resources properly for a Project, the following items have proven to be very useful

### Kick off Meetings

Kick off meetings should include the following points:

- All key resources, SMEs and vendors
- Success criteria
- Discuss high level Timeline and Milestones
- Identify Stakeholders and end clients to Team
- Identify any time sensitive Stakeholders
- Lay plans for RACI chart