



WEBINAR

How to efficiently start your
European project?

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business
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Agenda



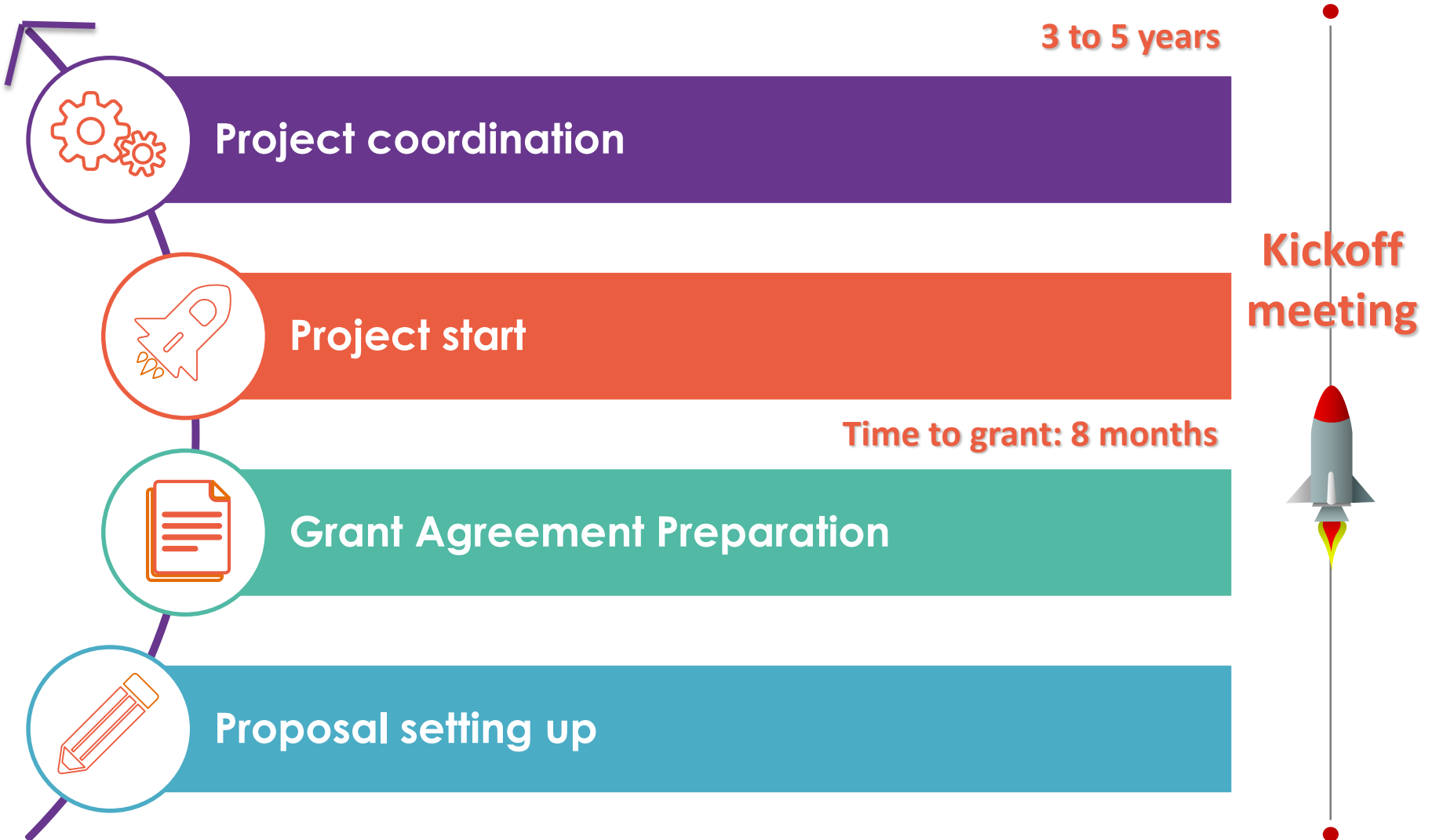
1. What are the kickoff meeting stakes and objectives?
2. How to organize your kickoff meeting?
 - Before
 - D-Day
 - After
3. What are the best practices?





WHAT ARE THE KICKOFF MEETING STAKES AND OBJECTIVES?

Project Lifetime



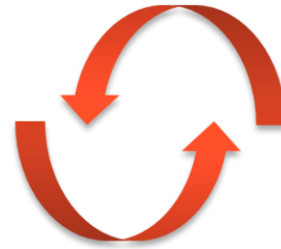


What are for you the main objectives of a project kickoff meeting?





Kickoff meeting stakes and objectives



European Commission
Project Officer



Project partners
Coordinator and WP Leaders

Objectives for the consortium



- ☀ Start the project in the best conditions
- ☀ Review the project objectives and daily organization
- ☀ Create a collaborative spirit
- ☀ Prepare the first 6 months action plan



TIPS

Each partner should study the Annex I before the meeting

Objectives for the European Commission



- ⚡ Meet the partners
- ⚡ Comprehend the project and partners' collaboration
- ⚡ Understand the partners' expectations and objectives for the project
- ⚡ Present and explain the EC expectations and requirements





02

HOW TO ORGANIZE YOUR KICKOFF MEETING?



02

HOW TO ORGANIZE YOUR KICKOFF MEETING? BEFORE

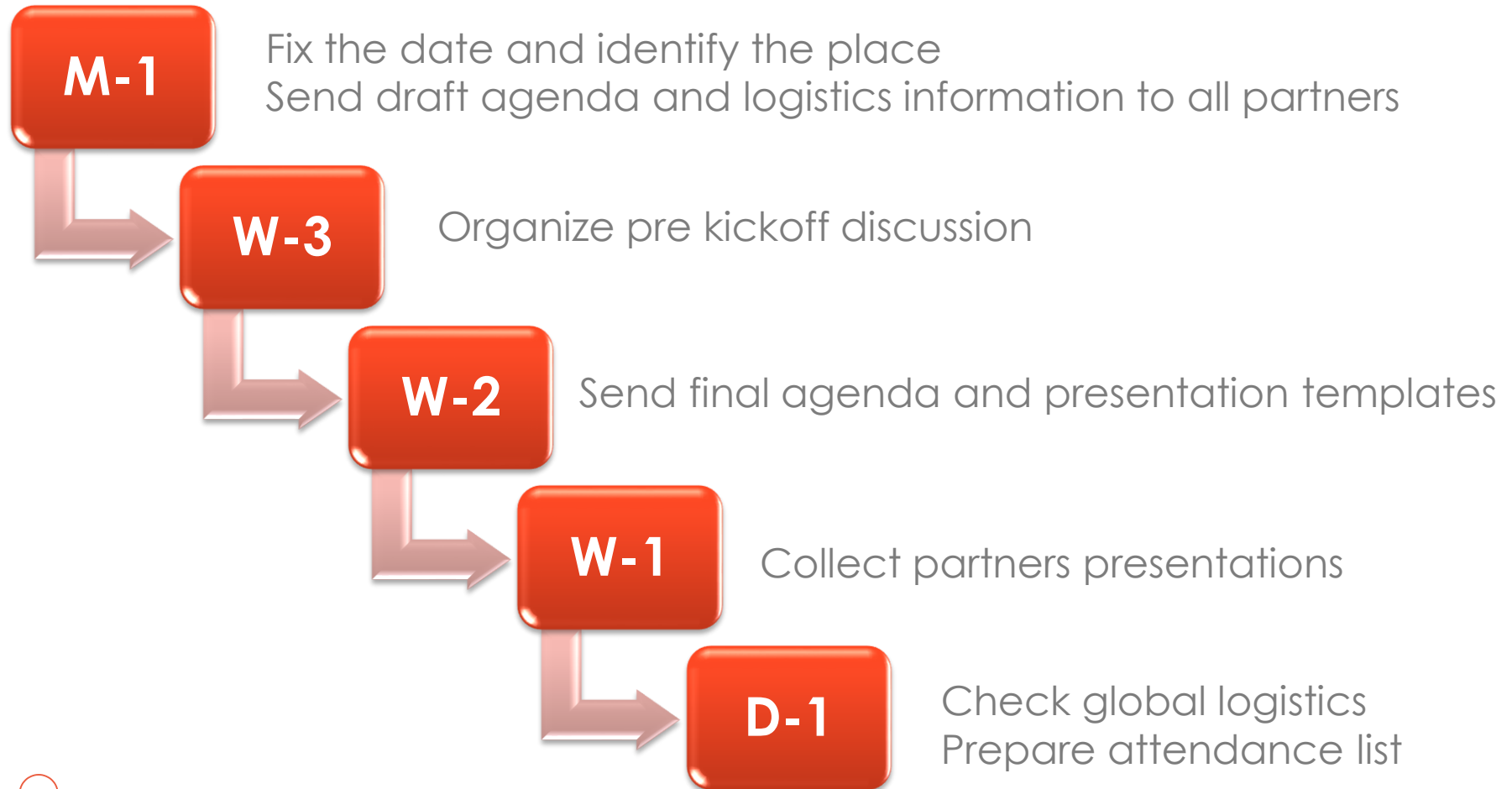


Which action is not a best practice to organize your kickoff meeting ?





Prepare your kickoff meeting



TIPS

Check with your Project Officer the date, place, agenda, their intervention
Fix the date as soon as the official starting date of the project is known

Prepare your kickoff meeting



- ☀ To do list for the organizer
- ☀ Participants actions
- ☀ Animation sessions



Examples Ice Breaker



☀️ Make pairs and talk about yourself (name, work, title, hobbies...) to your neighbour !

☀️ Then switch !



☀️ Then present each other



Examples: Team Building



☀ Mime

- Walk around in the room, breathing, relaxing,...
- I will then tell you a word and you will have to mime it.

☀ Line-up

- 5 minutes to line up all participants
- Without speaking or making any noise
- Choose your criteria

☀ Quiz

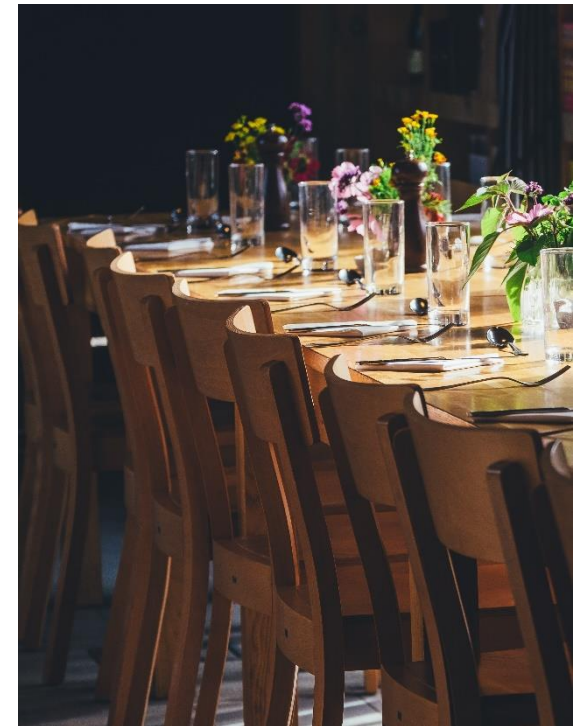
- Use of digital tools to collect answers





Social Event – Examples

- ☀ Visit the jump ski ramp in Oslo
- ☀ Dinner restaurant at the tour Montparnasse
- ☀ Sightseeing of the traboules in Lyon
- ☀ Visit a partner's industrial site / facilities





What are the important moments for a successful kickoff meeting?





02

**HOW TO ORGANIZE YOUR KICKOFF MEETING?
D-DAY**



Kickoff meeting proceedings

- ⚡ Check the logistics
- ⚡ Have all documentation
- ⚡ Respect the timing
- ⚡ Ease the exchanges
- ⚡ Keep the information
- ⚡ Prepare the follow-up

D-day



TIPS

Arrive in advance to check all the logistic with the host



02

HOW TO ORGANIZE YOUR KICKOFF MEETING? AFTER



After the kickoff meeting

- ⚙ Documentation
- ⚙ Approbation of decisions
- ⚙ Follow-up of the actions



TIPS

Use a secured collaborative platform to share all project documentation



03

TIPS & BEST PRACTICES



Do



- ⚡ Stay neutral
- ⚡ Behave professionally
- ⚡ Be attentive, distribute the talks, allow everyone to speak up
- ⚡ Respect the timing, in particular the coffee breaks

Don't



- ⚡ Let discussions drag on
- ⚡ Do not take decisions
- ⚡ Impose your opinion



Questions?



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