ellucian.

Delivery Management Introduction
Meeting Agenda – MSU - Recruiter

Meeting Logistics: TBD

Meeting Purpose

The objectives is to introduce the Ellucian project delivery management team members and their roles, review the overall direction of the project, introduce client team and initial contact and scheduling information, and to set direction for the next steps

Objectives

- Introduce Ellucian delivery management team members to client
- Client introduce Client Sponsor and Project Manager to Delivery Team
- Begin gathering Project Contact Information
- Begin gathering Project Client Availability Information
- Set near term expectations

Recommended Participants

Role	Name
Facilitator	Ellucian Project Manager, Michelle Lane
Participants	Client Sponsor Client Project Manager, Patrick Condon Customer Relationship Manager, Dena Gasic Regional Delivery Director, Xavier Rubio

Agenda

Topic	Time	Owner	Description
Start-up Meeting	5 min.	Michelle Lane	Introduce Ellucian Project Manager, Review Meeting Purpose and Objectives
Introduce Ellucian Delivery Management Team	10 min.	Michelle Lane	Introduce: • Customer Relationship Manager • Regional Delivery Director
Client Leadership Introductions	10 min.	Client Sponsor	Introduce: • Self • Client Project Lead • Others in Attendance
Request Project Contacts Listing	5 min.	Michelle Lane	Request client team complete Project Contacts listing for known project team members
Review Immediate Next Steps	15 min.	Michelle Lane	Review high level of Phase 1 actions and Client Project Planning Session timing
Client Q&A	10 min	Client Team	Asks questions of Ellucian delivery team
Review Action Items	5 min	Michelle Lane	Set expectations for follow up

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