

# Essay on project kick-off meeting

[Business](#), [Management](#)



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## **Inert your name**

### Categories of Stakeholders

More often than not, several stakeholders are involved in a business enterprise. To ensure sustainability, it is vital that all the stakeholders are involved in the decision making process. This project involves moving the manufacturing process for Quick Drop 100 from New York where the research and development facility is located in Florida where the new manufacturing plant for the new product is located. The various stakeholders for the project can be found both in New York and Florida. They include the Roto Air Inc. headed by the CEO Copperfield. As the head of the organization, it is vital that he is apprised of the operations in the project. The second category of stakeholders includes the management in Florida. This group is headed by the plant manager, and also the controller of the budget. The

third category of stakeholders is made of the team members who include Ken, Jackie, Shawn, and Jose.

## **Communication with the Attendees**

It is through effective communication that the stakeholders in the project are apprised of the goals of the project, the challenges, progress, and the milestones achieved through the life of the project. Effective communication is even more important during the kick-off meeting for the project. Various methods are available through which the project manager can communicate effectively with the attendees of the meeting. One of the methods of communicating with the attendees is through written methods. This includes the use of handouts and formal project documents. The formal written documents will contain vital and detailed information regarding the project. The use of written methods is an effective method of communicating because it highlights all the important information in detail (Joint Information Systems Committee, 2008).

The second communication method is the use of electronic mail. This is a very popular method of communication in the contemporary business environment. The preference for this method is influenced by the fact that it is effective where a large group of people is involved. Additionally, the information can be relayed in a short time. Alternatively, the face-to-face method can be employed. In this method, the attendees meet in a common location, real or virtual and the project manager disseminates the information. This method is preferred because one can get feedback on the information. Additionally, this method is also interactive meaning that the

attendees can exchange ideas in real time (Joint Information Systems Committee, 2008).

### **Holding the Meeting while Limiting Travel Cost**

During the course of the project, meetings will be held in order to apprise the relevant stakeholders of the progress of the project. Given that the stakeholders of the project are spread between New York and Florida, there are significant travel costs to be considered. This is especially the case of the travel costs are charged to the project. Finding a way through which the meetings can be held without incurring the significant travel costs is vital to reducing the operational costs. The project meeting can be held online through videoconferencing. Videoconferencing will negate the need for travel to Florida, meaning that the project manager can hold the meeting without incurring any travel costs (Chavanu, 2013). Videoconferencing has other advantages that make it appropriate for the purpose. The fact that through videoconferencing, the project manager can host virtual meetings with the stakeholders in Florida, and New York reduces the potential travel costs. Videoconferencing also allows the attendees to share the documents that are vital to communication (Chavanu, 2013).

### **Team Building Exercises**

The cohesion of a team is vital to the success of the project. As such, it is vital for the project manager to create and sustain cohesion within the team. Several team building exercises are at the disposal of project managers. One of the team building exercises is the paper-tearing exercise. In this exercise, the project manager hands sheets of paper to the team members. While the

members have their eyes closed, the project manager will issue instructions for the members to tear the paper issued in half and repeat the action for the number of times instructed. After the end of the exercise, the members will compare their torn papers to those of the project manager. This exercise is designed to assess the ability of the project manager to issue clear instructions and the ability of the members to listen keenly (Johnson, 2015). Alternatively, the members can play the worst or first job game. This is an exercise designed to enhance communication within the group. In this exercise, each member narrates briefly the experiences of either their first job or the experiences in their worst job. This creates an environment that is both relaxed and encouraging for interpersonal communication. These elements are important for the cohesion of the team. The team can also engage in the truths and a lie exercise. In this exercise, the project managers will instruct the attendees to write three things that are true about them. The attendees will also include a statement that is not true. The team members are required to identify the statements that are true and those which are not true about the other members (Johnson, 2015).

## **Violations of Code of Conduct**

The Project Management Institute outlines the code of ethics by which employees in project management should abide. There are potential violations in the fact that Shawn's husband is professionally engaged with a corporation who manufacture one of the many products that are needed as part of the project. There is a potential violation of the mandatory standards of fairness. The precise violation relates to the conflict of interest. It is possible that the conflict of interest will influence the outcomes of any

engagements between the two companies. Depending on the role that Shawn plays in the decision making the process for the award of any contracts, there is the potential violation with relation to discrimination and favoritism (Project Management Institute, n. d.).

### **Shawn's Cause of Action**

Upon realization of the conflict of interest, Shawn is required to perform several actions so as not to be in violation of any provisions of the code of ethics. Shawn should not participate in the process or sessions where decisions regarding the purchase of the required machines are being made. Shawn should also refrain from any actions that will influence the outcomes of any deliberations into the purchase of the machine that is required by the project. Shawn should also disclose to the stakeholders who are affected by the decisions. The disclosure is important for the development of a mitigation plan and the issuance of consent before any involvement on her part (Project Management Institute, n. d.).

### **Recommendation for Shawn's Husband**

Based on the code of ethics, Shawn's husband should disclose the conflict of interest to his organization. The disclosure will allow the organization the opportunity to perform mitigation plans in line with their professional code (Project Management Institute, n. d.).

### **References**

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