

2) Internal start up-meeting

Why do we do it?

When a project is about to start, it's important that everyone involved knows and understands the conditions and their roles within said project. The responsible **Project Manager (PM)** is also in charge of producing a rough time schedule for internal use, and that all required passwords and information are collected (passwords are saved in password management program **1Password**).

How do we do it?

A project directive shall be in place. The responsible (**PM**) then chooses project members from their experience of similar projects, their availability and the difficulties of the project.

The [template for internal start up-meetings](#) is to be used, and [saved accordingly](#) once it's completed.

The **PM** is also responsible for creating the following at the beginning of a project:

- a space in OneDrive/Microsoft Teams for the project and assign rights to affected users
- project in case management system
- project in the time reporting system

*Note that it is important that project participants representing **Design** needs to check budget requirements on design and get back to PM before next phase; Pilot study (project start-up externally; meeting with client).*

Who's responsible for an internal start up-meeting and who shall participate?

PM is responsible for making the meeting happen. The Salesperson involved and everyone in the project team (including both designers and developers) should participate.