

CASE Tool 4-2: Project Kick-Off Meeting Agenda

ABSTRACT

Effective communication is one of the keys to successful risk management. Often times we place a significant amount of effort and care into communication with our clients, owners and external stakeholders. With all that effort, it's easy to take for granted communication with our internal stakeholders — the structural design team. If a project is not started correctly, there is a good chance that the project will not be executed correctly either. Tool No. 4-2 is designed to help the Structural Engineer communicate the information that is vital to the success of the structural design team and start the project off correctly.