**eProcurement Software Acquisition Project**

**Project Kickoff Meeting Agenda**

**October 27, 2015**

**9:00 – 11:30 a.m.**

**9:00 – 10:00 – All Attendees**

1. Introductions – Sarah Roth (Secretary of State)
* Executive Sponsors
* PMAT
1. Charge from Executive Sponsors
* Jeff Morgan (Secretary of State)
* Barry Pack (DAS)
1. High-level overview of project – Dave Whitbeck, Project Manager
* Tasks
* High-level timeline
1. Definition of end-to-end eProcurement – Sarah Roth
* What’s in scope
* What’s not in scope
1. Committees/Governance – Steven Hoffert (Forestry)

**10:00 – 11:30 – Executive Sponsors**

1. Organize committee
* Review role of ES Committee and relation to rest of project governance
* Select Chair and Vice-Chair
* Define committee’s decision process
* How issues come to ES Committee
1. Review Charter
* Modify as needed
* Signature
1. Review IAA
* Modify as needed
* Signature
1. LFO Involvement – Discussion

**10:00 – 11:30 – Project Team & Steering Committee Members**

1. Business processes
2. Requirements
3. Interface needs
4. Data conversion needs

***Note****: At its first meeting the Steering Committee will organize its work, e.g., select Chair and Vice Chair and decide how it will operate.*