

Phase 6 – Pre-Launch Activities (Final 1–2 Weeks Before Project Start)

Objectives

Confirm implementation readiness across all project functions.

Activities

1. Conduct a Project Readiness Assessment

Confirm that:

a) Administration

- Contracts are signed.
- Budgets are approved.
- Procurement plans are complete.

b) Human Resources

- Recruitment processes are complete.
- Consultants are onboarded.
- Team responsibilities are documented.

c) Operations

- Project tools are operational.
- Communication channels are established.
- Documentation systems are functioning.

d) Compliance

- Ethics approvals are secured.
- Reporting requirements are understood.
- Partner agreements are finalized.

2. Conduct the Project Kickoff Meeting

Agenda items should include:

- Project objectives.
- Deliverables.
- Roles and responsibilities.
- Communication protocols.
- Risk management procedures.
- Reporting expectations.
- Budget considerations.
- Implementation timelines.

Outputs

- Project readiness checklist completed.
- Kickoff meeting conducted.
- Team onboarding completed.

Revision #2

Created 2026-08-03 05:58:14 UTC by Angela

Updated 2026-08-03 06:23:35 UTC by Angela