

## MEETING NOTICE

The Vocational Rehabilitation Information System Replacement Project will be holding the implementation project kick off meeting on Thursday, May 3, 2012. The meeting will be held in the VR conference room on first floor at Prairie Hills Plaza, 1237 W. Divide Ave., Bismarck, N.D. At the time this notice is being prepared, the governing body expects the agenda of its meeting to include the following:

8:30-9:15

- Introductions
- Project history, background, purpose and objectives
  - Distribute Project Charter
  
- Intro to Project Team Leads
  - Project resource support
  - Business Lead
  - IT Lead
  - Alliance

9:15 – 10:00

- Alliance overview
  - Alliance product - AWARE

**10:00 – 10:15 BREAK**

10:15- 10:30

- Project reporting requirements
- Project communications

10:30 – 11:00

- Project risks

11:00 – 11:30

- Project success factors
- Project planning activities
  - Management plans and project schedule
  - Analysis activities
  - Work breakdown structure (WBS)

Date Prepared: April 24, 2012