State of New Hampshire
Office of Information Technology
Quality Technology Solutions

MAAP PRINTERS PROJECT
TECHNICAL DESIGN KICKOFF
October 9, 2007

I. Project Participants and Roles – Pete Croteau
   A. Introductions
   B. Review Stakeholder List
   C. Review Other Project Participants' List
   D. Review Stakeholder Roles and Sign-off, Lead Contact Users

II. Project Funding and Procurement
   A. Funding Source
   B. Time Constraints
   C. Procurement

III. Review of the Steps in the Design Process
   A. Walk Through Systems Development Methodology
   B. Review Key Project Milestones

IV. Project Schedule Overview – Peter Hastings

V. Business Requirements Status – Peter Hastings

VI. Technical Design Status
   A. Functional Design – Dennis Roffman
   B. System Design – Jim Bronson
   C. Project Deliverable Definitions – Dennis Roffman/Jim Bronson

VII. Review Open Project Issues List (handout) – Dennis Roffman

VIII. Establish Meeting Frequencies/Times – Peter Croteau
   A. Status Meetings
   B. Technical Meetings

IX. Wrap-up