

Sentara Implementation

**Kick-Off Agenda**

1. **Project Introduction**
	1. **Brief Introductions & Goals for the Meeting**
	2. **Project Approach**
2. **Identify Project Teams and Define Roles**
	1. **Historical Data Migration (CME Tracker)**
	2. **Marketing/Branding**
	3. **Integrations**
		1. **Payment Gateway (TBD)**
		2. **Single Sign-On**
	4. **On-Site Training**
		1. **Format and Intended Audience**
3. **Communication Plan**
	1. **Identify POCs**
		1. **Lisa**
		2. **Heather**
4. **Critical Success Factors**
	1. **Key Risks to Success**
	2. **Expected Go-Live**
		1. **May Timeframe**
5. **Next Steps**
	1. **Action Items**