

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**