

## **COMMISSIONING KICKOFF MEETING** Confidential Project Name

### **AGENDA**

May 5, 2010, 3 PM  
Held in B83, Room 7W

#### The Commissioning Plan

3:00 – 3:05	Introductions and sign-in
3:05 – 3:10	Purpose of Cx Plan and how it's organized
3:10 – 3:15	Commissioning scope-of-work: what systems are being tested
3:15 – 3:20	Commissioning meetings: when and why
3:20 – 3:30	Documentation: to and from the commissioning authority
3:30 – 3:35	Contact list: main members of the Cx team
3:35 – 3:45	How testing works: who does what when
3:45 – 3:50	A brief look at some sample tests
3:50 – 3:55	Schedule: breaking out the start-up/testing schedule
3:55 – 4:00	Q&A

Next Step: