



## STEP: New Contract Kick-Off Meeting

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### Process:

The New Contract Kick-off Meeting initiates the start of contract work for the New Contractor. It is the point at which the new contracting organization is now onboarded into the HCQIS environment and can begin work on fulfilling the contract. At this meeting, introductions are made between the key stakeholders from ISG and the New Contracting organization. The goal of this meeting is to provide an opportunity to discuss assumptions, expectations, goals, and objectives regarding the overall contract and the immediate next steps for all stakeholders to come to a common understanding.

### TimeLine:

This meeting is held within ten (10) days of the Period of Performance beginning.

### Participants:

*Architect Lead*

*Infrastructure Lead*

*Security Lead*

*CMS COR*

*New Contractor*

*Engagement Lead*

*DSIF Onboarding Lead*

*Project Manager*