



REVITAPLAN

Project Start-Up Meeting Report

Museum, Enschede

17. March 2011



*Dieses Dokument ist auf Anfrage auch auf Deutsch erhältlich
Dit document is ook beschikbaar in het Nederlands op aanvraag*

Contents

i. List of participants.....	3
1. Introduction.....	3
2. Objectives of the meeting.....	3
3. Starting session.....	4
4. Main discussion.....	4
5. Outcomes of the meeting.....	4
5.1. Long term goals.....	4
5.1.1. How REVITAPLAN ASSIST works?.....	5
5.1.1.1. Case studies.....	5
5.1.1.2. Maturity assessment.....	6
5.1.1.3. Identifying the optimized processes.....	6
5.1.1.4. Deliverables of REVITAPLAN ASSIST.....	6
5.2. Short term goals.....	6
5.2.1. Inventory of existing tools and knowledge.....	6
5.2.2. Tools and process workshop.....	7
6. Action list.....	7
7. Conclusion.....	7

Annex

Agenda of the meeting

i. List of participants:

Name	Name of the organisation	email address
Rob Dieleman	Axis Media-ontwerpers	r.dieleman@axis.nl
Jose Brinkman	Axis Media-ontwerpers	j.brinkman@axis.nl
Timo Hartmann	Universiteit Twente CTW	t.hartmann@utwente.nl
Sumitha Baluchamy	Universiteit Twente CTW	s.r.baluchamy@utwente.nl
Bertwin Bonenberg	Frabebo	bertwin@bonenberg.nl
Torben Bernhold	ISFM	bernhold@ISFM.DE
Joost Baak	Borger & Burghouts	j.baak@benb.nl
Johannes Schwall	Picture GMBH	schwall@picture-gmbh.de

1. Introduction

Under the Revitaplan project the above listed project partners gathered together on March 17th for the start-up meeting. Axis media ontwerpers being the lead partner of the project organized the start-up meeting. In short, the purpose of the Revitaplan project is to develop a set of process guidelines and supporting ICT tools via the website which is accessible to all stakeholders of revitalization projects, in particular municipalities and developers, but also provinces. The guidelines and tools will help to result in shortening of lead times, lowering of development costs, and overall the improvement in the quality of revitalization projects.

2. Objectives of the meeting

- i. To ensure that all the project partners are fully aware of the project objectives
- ii. To share the mutual interests in the project and to understand the specific roles of each partner in the project
- iii. To identify the long term and short term goals of the project

3. Starting session

All the participants gave a brief introduction about themselves and the organizations from which they come from. To start with, they had a general discussion about the Revitaplan project and its goal. Some of the partners explained what they expect from the Revitaplan project and what their individual goals in this project are. In general, not all of the partners were

clear about their roles in the Revitaplan project. So everybody wanted to find out the clear set of individual tasks by the end of the startup meeting. The main discussion followed this starting session.

4. Main discussion

All the project partners have their own set of ICT tools to support the processes of Revitalization projects in the areas like Stakeholder management, Process management, life cycle management etc. From the previous work experiences, the participants expressed a common problem that the supporting tools they developed did not connect with the processes properly. Also, the processes and tools always affect each other with their mutual changes. So the main question was about the competencies needed for integrating the tools with the processes and vice versa.

They also discussed about the problems involved in the communication process and in the way of handling the other planning processes of the revitalization projects. The participants raised intriguing questions such as 'How to identify the right processes?' and 'What are the ideal/optimized processes in the planning stage of inner city revitalization projects?'

5. Outcomes of the meeting

The general outcomes of the meeting were classified as long term and short term goals of the Revitaplan project.

5.1. Long term goals:

At the end of discussion about the identification of right processes that integrate with the right tools, everybody realized that there is a need for a working system to achieve this goal. The participants suggested a temporary name for this system as 'REVITAPLAN ASSIST' and they further brainstormed on how to develop this working system? The participants together drafted the 'REVITAPLAN ASSIST' in a schematic diagram (figure 5.1.a)

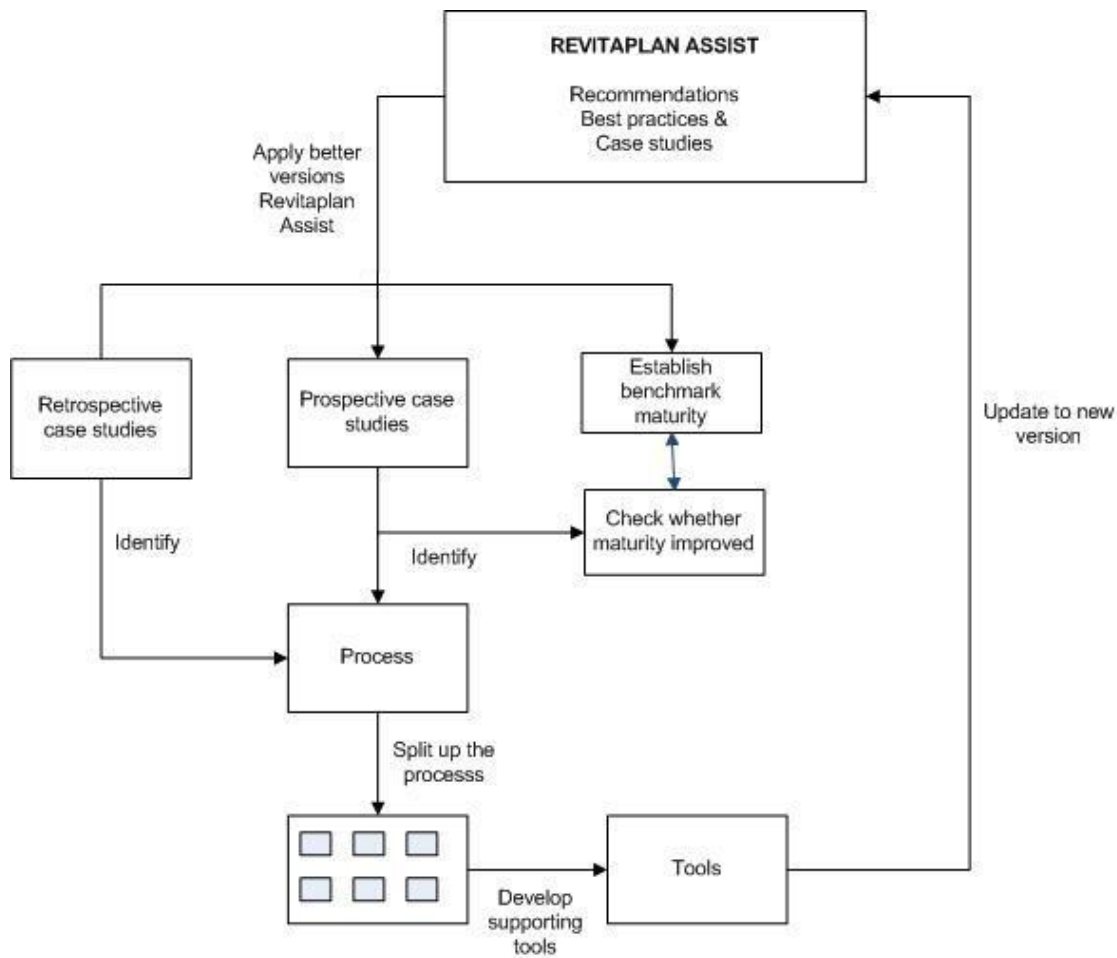


Fig 5.1.a Development process of REVITAPLAN ASSIST

5.1.1. How REVITAPLAN ASSIST works?

5.1.1.1. Case studies

The project partners will select a number of completed revitalization projects from both the regions of Netherlands and Germany for retrospective case study analysis. We will conduct Interviews to gain knowledge from the previous experiences on planning these projects. From this we will identify the need for improvements and changes in the planning processes. Similarly, we will select a number of prospective cases in both the regions to understand the current situation and the problems they are facing with the planning processes of the revitalization projects. These two types of case studies are carried out throughout the duration of the project, as it will give a continuous input of knowledge into the REVITAPLAN system.

5.1.1.2. Maturity assessment

While conducting the case studies, we will try to identify what do the revitalization project performers think as matured practices. Project partners from the University of Twente will develop a maturity model based on these matured practices. We will apply this model on the prospective cases to assess the maturity of the planning processes and project management practices. The maturity level of the organizations is recorded as the benchmark for future assessment. When the iteration process of the REVITAPLAN system continues, we can find whether there is a change in the maturity.

5.1.1.3. Identifying the Best practices

Through case study analyses, we will identify the planning processes involved in the revitalization projects. Picture GMBH, will use their method to identify the building blocks of the processes. Based on the identified processes we will develop or improvise the supporting tools according to the need. Thus we will collect a new set of tools which we call as 'ASSIST', which supports the 'REVITAPLAN' working system. Since the processes and tools mutually affect each other, the system is framed in such a manner to monitor the changes in both the processes and tools continuously and to update both of them according to the changes through the project duration.

5.1.1.4. Deliverables of REVITAPLAN ASSIST

The development of Revitaplan assist could give us a wide knowledge about planning the revitalization projects. This knowledge is delivered to the outside world in the form of best practices, recommendations, and case studies. The development of Revitaplan system is an iterative process. The recommendations that we get from the first set of iteration process of the REVITAPLAN system is applied in the ongoing revitalization project planning processes which in turn will change the tools. Thus at every iteration, the REVITAPLAN system keeps on updating the processes and supporting tools involved in the planning stage of revitalization projects.

5.2. Short term goals

5.2.1. Inventory of existing tools and existing processes

To start with, we make a collection of the existing tools developed by the Revitaplan project partners. This would make all the project partners know about the existing tools with each other. An inventory of the existing processes is done by conducting the case study interviews. From this we will gain the experiences and the past knowledge on identifying and improving the planning processes of similar projects. This will help us to build the processes and the corresponding tools to support them.

5.2.2. Tools and process workshop

In the upcoming three months, we will setup a tools workshop. In that the project partners will display how to use each of their tools and they will explain its applicability. In the next three months after the tools workshop we will setup a process workshop to share the knowledge about identified processes in the revitalization projects. Initially only project partners will participate in these two workshops. Later, we might also invite the outside people from municipalities who are involved in planning the revitalization projects, to these workshops.

6. Action list

Action	owner
Plan Tools workshop	Jose Brinkman
Plan Process workshop	Jose Brinkman
Detailed planning for preparation of the two workshops	Sumitha Baluchamy
Prepare for the workshops	All participants
Website	Rob Dieleman
Klank board list	All participants

7. Conclusion

The start-up meeting was successful in creating an overall understanding about the objectives of the Revitaplan project. This meeting created a platform for the partners to get to know each other and to share their mutual interests in the Revitaplan project. Though each of the Revitaplan project partners have different goals and expectations from the project, they are motivated to work together to achieve common goals. The next meeting for all the partners is the Tools workshop.

Annex

Agenda of the meeting

12.45 Introduction

13.15 Introduction: project partners

14.00 Workshop in Subgroups - Where do we want to be in four years?

15.00 Presentation and Discussion of Workshop Outcomes

15.30 Workshop Subgroups - How do we get started (6 month focus)?

16.30 Discussion and First Set of Work Tasks / Work packages

17.00 Identification of two research projects to start (one German, one Dutch)

| 17.30 Dinner