

PROJECT KICKOFF TEMPLATE

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Meeting Information

Meeting Title: Project Kick-off Meeting Date:
Bridge # / Phone #: Time:
Meeting Called By: Place:

Purpose of Meeting: -To officially begin implementing the project

-To ensure that all project stakeholders understand and agree with the project objectives, processes, methods, tools, roles and responsibilities, quality expectations,

and success factors.

Meeting Preparation: Please read.../ bring...

Meeting Facilitator: Meeting Scribe:

Required*		Optional*

^{*} Attendees in bold

Agenda Topic*	Responsible	Time
1. Team Introductions	Project Manager	
2. Business Need/Opportunity (Background)	Project Owner/Sponsor	
3. Goals, Objectives, and Scope (Charter)	Project Manager	
4. Risks, challenges and project constraints	Project Manager	
5. Project Roster	Project Manager	
6. Roles and responsibilities	Project Manager	
7. Project Workplan	Project Manager	
8. Major milestones	Project Manager	
9. Project folder use for team collaboration (H:\drive)	Project Manager	
10. Project Communication Plan	Project Manager	
11. Next Steps	Project Manager	
12. Team Commitment	Project Manager	
13. Review unresolved issues, assignments, target dates	Scribe	

^{*} Include planned breaks



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Other Information

Minutes of Meeting (appoint someone to take the minutes prior to the meeting)