Project kickoff meeting agenda template

Send it with the project brief two working days ahead. 60 minutes.

Kickoff: project _____, date _____, length _____ minutes

Sponsor: name _____ · Project lead: name _____

1. Why this project (5 min)

The problem, the goal and how we'll know it worked

2. Scope (10 min)

In: list _____ · Out: list _____

3. Roles (10 min)

Area _____: owner _____ · Decides: who _____ · Consulted: who _____

4. Timeline and milestones (10 min)

Milestone _____ by date _____ · Milestone _____ by date _____

5. Risks and open questions (10 min)

Risk or question _____ · Owner: name _____

Risk or question _____ · Owner: name _____

Risk or question _____ · Owner: name _____

6. How we'll work (10 min)

Updates: where and when _____ · Decisions: where they're written _____ · Replies: agreed time _____

7. Next steps (5 min)

Action _____ · Owner: name _____ · By: date _____

Action _____ · Owner: name _____ · By: date _____

Action _____ · Owner: name _____ · By: date _____