Project Kick-off Meeting Agenda

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| Project Name |
| Kick-off Date |

Meeting Objectives:

1. To obtain a common understanding and buy-in of the project mandate.
2. To identify high-level requirements and/or issues from team representatives and stakeholders
3. To foster team building and establish working relationships and lines of communication

Attendees:

1. List all attendees and organizations

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| **Topic** | **Leader** |
| Introduce and welcome team members | Project Manager |
| Discuss project background   1. What we have today 2. Why we need to change 3. What are the key measures of success? | Project Sponsor |
| Identify stakeholders   1. Who is impacted? 2. Who are the key stakeholders - Sponsor and/ other decision makers who represent constituencies that will be impacted, and whose support is critical to the success of the project? | Project Manager |
| Review project charter   1. Review project background and objectives 2. Discuss team organization, key deliverables, core issues and risk management, funding, assumptions | Project Manager |
| Review team member roles & responsibilities   1. Project Team representatives, Stakeholders, Project Manager 2. Executive Steering committee (if needed) 3. Review and discuss project guiding principles | Project Manager/All |
| Determine Team Communications   1. Discuss how the team will communicate.   Ex. Frequency of meetings, biweekly status reports, meeting attendees | All |
| Review other potential issues, risks, questions and concerns  *What might get in the way of success? How could we address those concerns?* | Project Manager |
| Identify next steps | Project Manager |