Kickoff Meeting Agenda Guide

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| Project Title | [type the project title here] | |
| Project Manager |  | |
| Meeting Venue  & Date |  |  |

## I Agenda (sample)

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| --- | --- | --- |
| Topic | Lead | Duration  (around 1.5 hours) |
| Introduce and welcome team members | Project Manager | 10 Minutes |
| Discuss project background   1. What we have today? 2. Why we need to change? 3. W*hat are the key measures of success?* | Project Manager and Project Sponsor | 10 Minutes |
| Identify stakeholders   1. Who is impacted? 2. Who are the key stakeholders - Executive Sponsor, Sponsor and/or other decision makers who represent constituencies that will be impacted, and whose support is critical to the success of the project? | Project Manager | 10 Minutes |
| Review project objectives, scope,   1. Major Milestones and timing, deliverables, 2. Project Phases and timing (if any) | Project Manager and Technical Lead | 30 Minutes |
| Review team members, roles & responsibilities,   1. advisory groups (if needed), 2. Steering committee (if any). | Project Manager | 10 Minutes |
| Review other potential issues, risks,  questions and concerns.   * *What might get in the way of success?* * *How could we address those concerns?* | Project Manager | 10 Minutes |
| Identify next steps and timing,   * Team communications, * Project site (such as a SharePoint site), * Frequency of team meetings | Project Manager | 10 Minutes |

## II Proposed Content of the Meeting

Welcome and Introduction  
Introduce customer representatives and team members.

Project Introduction  
Introduce customer and departmental representatives.   
Provide opening statements regarding expectations for the project, and express commitment to working together to achieve a successful result.

Scope Review  
Review the project scope to ensure everyone is aligned with the project objectives.   
Highlight each of the project deliverables.

Acceptance Criteria  
Review the acceptance criteria for each deliverable, and confirm the acceptance testing process.

Change Control  
Discuss the importance of managing and controlling changes to avoid scope creep and to focus on the mutually agreed upon baseline. Review the change management process.

Organizational Structure  
Review the project organizational structure. Discuss core participants and participant relationships. Confirm authority and reporting structures.

Project Schedule  
Introduce and review project schedule. Highlight significant milestones.

Project Management  
Review the project management structure for the project.   
Briefly address any appropriate sections from the following:

Integrated project management plan

Scope management plan

Schedule management plan

Cost management plan

Quality management plan

Staffing management plan

Risk management plan

Risk response plan

Procurement management plan

Communications Management Plan  
Review the communications plan, and establish the format, frequency, and content for all project performance communications including reports and meetings.   
Introduce the issue management process.

Management and Support  
Review the operational support plan and support agreements.

Payment Schedules  
Discuss payment schedules and invoicing procedures.

Open Discussion / Meeting Summary  
Provide time for open discussion, assignment of action items, and meeting closure.