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PROJECT KICKOFF CHECKLIST

PROJECT	KICKOFF DATE	PROJECT MANAGER	SPONSOR / CLIENT

BEFORE

- ❑ Charter / scope signed off
- ❑ Team members confirmed with their managers
- ❑ Draft timeline and milestones
- ❑ Top risks listed
- ❑ Agenda and slides ready
- ❑ Invitations sent with agenda
- ❑ Room / video link booked
- ❑ Shared folder and task board set up

AFTER

- ❑ Notes and decisions sent within 24 h
- ❑ Everyone has tool access
- ❑ First tasks assigned with dates
- ❑ Recurring meetings in calendars

DURING

- ❑ Why the project matters (sponsor)
- ❑ Objectives and success measures
- ❑ Scope: in and out
- ❑ Deliverables and timeline
- ❑ Roles and who decides what
- ❑ Risks and how we will handle them
- ❑ How we work: meetings, tools, updates
- ❑ Questions and concerns
- ❑ Next steps and first tasks

KEY DECISIONS AND CONCERNS RAISED AT THE KICKOFF