

# Project Kickoff Checklist

Start a project with owners, scope, dependencies, and launch checks aligned.

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## Checklist

<input type="checkbox"/> Goal confirmed	<input type="checkbox"/> Owner assigned
<input type="checkbox"/> Timeline reviewed	<input type="checkbox"/> Budget noted
<input type="checkbox"/> Risks listed	<input type="checkbox"/> Stakeholders informed

## Follow-up actions

Action	Owner	Due date	Done

## Notes

Notes