

KICKOFF MEETING AGENDA



The following items should be included in kickoff meeting agenda:

- Introductions
- Visions
- Scope and Objectives
- Risk, Challenges and Constraints
- Project Approach
- Team members and organizations charts
- Roles and Responsibilities
- Time-line
- Measure milestones
- Project, Standards, Methods and Tools
- Quality plan
- Project Management and Schedule Planning
- Centralized documentation storage facility
- Time collection and status requirement
- Training Schedule
- Lessons Learned
- Success Factors

- Project Expectations and next steps
- Unresolved issues, Responsibility assignment, Target dates
- Adjournment

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