

Project Kickoff Checklist

Project kickoff is one of the most important stages in the lifecycle of a project.



- ☐ Appoint a project manager
- ☐ Define project objectives
- ☐ Get approval from all stakeholders
- ☐ Define the scope of the project
- ☐ Identify major risks
- ☐ Establish deliverables
- ☐ Create your project team
- ☐ Create a communication plan
- ☐ Set up a project kickoff meeting