[](https://www.smartsheet.com/try-it?trp=11462&utm_source=integrated+content&utm_campaign=/content/project-checklist-templates&utm_medium=Project+Kickoff+Checklist+doc+11462&lpa=Project+Kickoff+Checklist+doc+11462&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**PROJECT KICKOFF CHECKLIST**

|  |  |  |
| --- | --- | --- |
| PROJECT NAME | PROJECT MANAGER | |
|  |  | |
| CLIENT | | DATE |
|  | | 00/00/0000 |

|  |  |  |
| --- | --- | --- |
| X | ACTIVITY | DUE DATE |
|  | Project Background |  |
|  | List of Stakeholders |  |
|  | Project Scope |  |
|  | Project Goals |  |
|  | Roles and Responsibilities |  |
|  | Project Timeline |  |
|  | Action Items |  |
|  | Other |  |
|  | Other |  |
|  | Other |  |

|  |
| --- |
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