**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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