**PROJECT KICKOFF MEETING CHECKLIST**

**PROJECT NAME:**

**PROJECT MANAGER:**

**DATE OF MEETING:**

**START DATE OF PROJECT:**

|  |  |  |  |
| --- | --- | --- | --- |
| **CHECKBOX** | **ACTIVITY** | **COMMENTS** | **DUE DATE** |
| ☐ | Assign a meeting attendee to record minutes. |  |   |
| ☐ | Establish meeting rules and communicate to attendees. |  |   |
| ☐ | Ensure that project goals, objectives, and individual responsibilities are clear to all team members. |  |   |
| ☐ | Confirm project leadership, including team leader. |  |   |
| ☐ | Highlight key milestones, project stages, and deadlines. |  |   |
| ☐ | Review project timeline and work plan. |  |   |
| ☐ | Review communication plan and required documentation. |  |   |
| ☐ | Identify any requirements you need to begin initial project tasks. Does everyone have what they need in order to follow through with assigned action items? |  |   |
| ☐ | Determine who is responsible for outstanding items and establish follow-up dates. |  |   |
| ☐ | Share follow-up information with stakeholders and team members. |  |   |
| ☐ | Other |  |   |
| ☐ | Other |  |   |
| ☐ | Other |  |   |
| ☐ | Other |  |   |

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