|  |  |
| --- | --- |
| Project Name |  |
| Kickoff Date |  |

**Kickoff Agenda**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Lead** | **Timing** Estimated Meeting Duration:  1 hour 30 minutes |
| Introduce and welcome team members | Project Manager | 10 Minutes |
| Discuss project background   1. What we have today 2. Why we need to change 3. W*hat are the key measures of success?* | Project Sponsor | 10 Minutes |
| Identify stakeholders   1. Who is impacted? 2. Who are the key stakeholders - Executive Sponsor, Sponsor and/or other decision makers who represent constituencies that will be impacted, and whose support is critical to the success of the project? | Project Manager | 10 Minutes |
| Review project objectives (refer to one-pager)   1. Objectives 2. Scope 3. Major Milestones/Project Phases and timing 4. Deliverables | Project Manager and Technical Lead | 25 Minutes |
| Review team member roles & responsibilities   1. Working team 2. Advisory groups (if needed) 3. Steering committee | Project Manager | 15 Minutes |
| Review other potential issues, risks, questions and concerns  *What might get in the way of success?*  *How could we address those concerns?* | Project Manager | 10 Minutes |
| Identify next steps and timing   * Team communications and SharePoint site * Frequency of team meetings | Project Manager | 10 Minutes |