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| Project Name  |  |
| Kickoff Date |  |

 **Kickoff Agenda**

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| **Topic** | **Lead** | **Timing**Estimated Meeting Duration: 1 hour 30 minutes |
| Introduce and welcome team members  | Project Manager  | 10 Minutes |
| Discuss project background1. 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 & responsibilities1. 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 |