

# Kickoff Meeting Agenda

Project Name

Kickoff Date

Topic	Leader
Introduce and welcome team members	Project Manager
Discuss project background <ol style="list-style-type: none"> <li>1. What we have today</li> <li>2. Why we need to change</li> <li>3. What are the key measures of success?</li> </ol>	Project Sponsor
Identify stakeholders <ol style="list-style-type: none"> <li>1. Who is impacted?</li> <li>2. Who are the key stakeholders - Sponsor and/or other decision makers who represent constituencies that will be impacted, and whose support is critical to the success of the project?</li> </ol>	Project Manager
Review project objectives <ol style="list-style-type: none"> <li>1. Objectives</li> <li>2. Deliverables</li> <li>3. Assumption</li> </ol>	Project Manager Technical Lead
Review team member roles & responsibilities <ol style="list-style-type: none"> <li>1. Project Team-</li> <li>2. Advisory groups (if needed)</li> <li>3. Steering committee (if needed)</li> </ol>	Project Manager
Review other potential issues, risks, questions and concerns <i>What might get in the way of success?</i> <i>How could we address those concerns?</i>	Project Manager
Identify next steps and timing <ul style="list-style-type: none"> <li>- Team communications</li> <li>- Frequency of team meetings</li> </ul>	Project Manager