Organization Name

Project Kickoff Meeting Agenda

Date (Time): Venue:

Chairperson name:

Meeting Agenda

1. Introduction
2. Review of Project Charter
   1. Project overview, background, customer, project importance
   2. Review Project Goals and Objectives
   3. Discuss project deliverables
   4. High Level Schedule/Milestones
3. Establish project management standards
   1. War Room / Resource Requirements
   2. Status Meeting Cadence (ie. Weekly/Monthly)
   3. Time and Cost Reporting guidelines
   4. Organizational Procedures (such as)
      1. Budgeting
      2. Reporting
      3. Change Management
4. Project Team
   1. Introduction of Key Stakeholders
   2. Roles and Responsibilities
5. Communications Needs
   1. Information Systems
   2. Contact List
   3. Reporting Templates
   4. Risk/Issues List
   5. Incident and Escalation Process
6. Next Steps
7. Q&A Session

**Circulated Materials:**

Project Charter

Contact List

Links to useful information