

# Project kickoff checklist

|         |                 |         |              |
|---------|-----------------|---------|--------------|
| PROJECT | PROJECT MANAGER | SPONSOR | KICKOFF DATE |
|         |                 |         |              |

1 Before the kickoff

a kickoff you prepared is half run

|       |      |       |
|-------|------|-------|
| DONE? | ITEM | OWNER |
|       |      |       |
|       |      |       |
|       |      |       |
|       |      |       |
|       |      |       |
|       |      |       |

2 In the meeting, in this order

the agenda is the checklist

|          |             |        |
|----------|-------------|--------|
| COVERED? | AGENDA ITEM | LED BY |
|          |             |        |
|          |             |        |
|          |             |        |
|          |             |        |
|          |             |        |
|          |             |        |
|          |             |        |

3 Within 48 hours after

the follow-up is where kickoffs die

|       |      |       |         |
|-------|------|-------|---------|
| DONE? | ITEM | OWNER | BY WHEN |
|       |      |       |         |
|       |      |       |         |
|       |      |       |         |
|       |      |       |         |

The meeting is the middle, not the start.

Every agenda item has a leader.

The 48-hour follow-up is the real kickoff.

Park, do not debate.

Run this before every project, even small ones. The printout is the kickoff summary you send.