



CLIENT NAME

PROJECT KICKOFF

DATE



PROJECT KICKOFF AGENDA

- Project Team Introductions
- Project Description
- Project Goals & Objectives
- Project Scope
- Project Risks: Assumptions, Constraints, Dependencies
- Communication & Documentation
- Project Management Cycle
- Next Steps

PROJECT TEAM INTRODUCTIONS

YOUR ORGANIZATION NAME

- Name, Title
- Name, Title
- Name, Title
- Name, Title
- Name, Title
- Name, Title

PROJECT DESCRIPTION

SUMMARY OF PROJECT

- Description
- Description
- Description
- Description



PROJECT GOALS & OBJECTIVES

PROJECT OBJECTIVES

- Objective 1
- Objective 2
- Objective 3
- Objective 4
- Objective 5



PROJECT SCOPE

SUMMARY OF SCOPE - IN

- Description, (M,S,C,W)
- Description, (M,S,C,W)
- Description, (M,S,C,W)

SUMMARY OF SCOPE - OUT

- Description, (M,S,C,W)
- Description, (M,S,C,W)
- Description, (M,S,C,W)

PROJECT DELIVERABLES

- Deliverable 1
- Deliverable 2
- Deliverable 3



PROJECT RISKS

Assumptions, Constraints, Dependencies

ASSUMPTIONS

- Assumption 1
- Assumption 2
- Assumption 3
- Assumption 4
- Assumption 5

CONSTRAINTS

- Constraint 1
- Constraint 2
- Constraint 3
- Constraint 4
- Constraint 5

DEPENDENCIES

- Dependency 1
- Dependency 2
- Dependency 3
- Dependency 4
- Dependency 5



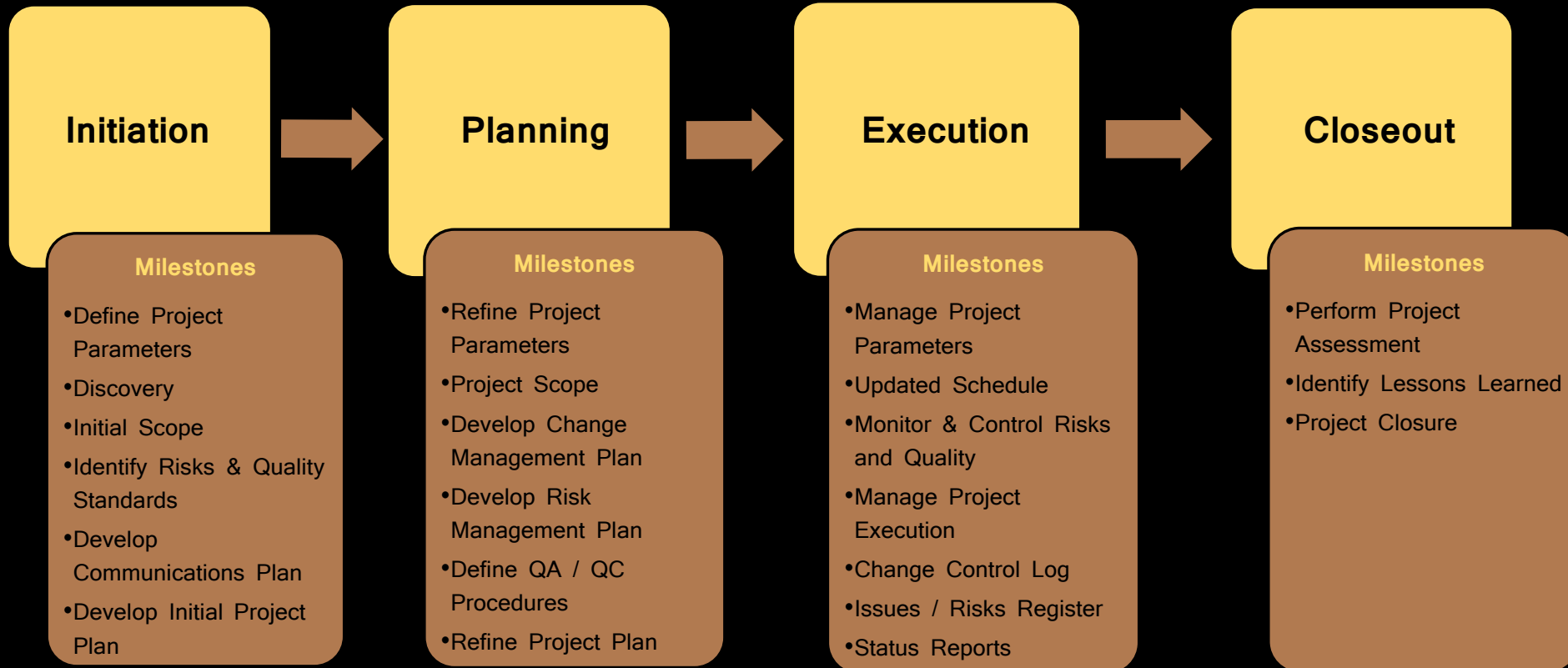
COMMUNICATION & DOCUMENTATION

INCLUDING

- Business Process & Requirements Discovery
- Communication Plan
- Stakeholder Management Plan
- Change Management Plan
- Risk Management Plan
- RACI Matrix
- Project Plan
- Project Status Meetings
- Project Status Reports
- Risk Register
- Project Closure
- Lessons Learned



PROJECT MANAGEMENT CYCLE



NEXT STEPS

- .
- .
- .
- .
- .
- .
- .



THANK YOU!

