***Instructions****: Replace italicized items in the “Owner” and “Discussion Points” columns during the kick-off meeting.*

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| --- | --- | --- | --- |
| Introductions | *Project Manager* | * *Project manager welcomes everyone and briefly states the objective of the meeting.* | *1-2 minutes* |
| Meeting Goals | *Project Manager or Project Sponsor* | * *Introduce members of the project and greater project effort.* * *Communicate project goals and deliverables.* * *Outline communication protocols and expectations.* * *Define week 1 activities.* | *5 minutes* |
| Project Background and Purpose | *Project Manager and Project Sponsor* | * *Brief project overview – primary outcomes and success factors.* * *Project timing and management and team commitment.* * *Project Sponsor describes the project vision, demonstrates support and advocates for success and sets the project as a priority for all parties involved.* | *5 minutes* |
| Project Goals and Objectives | *Project Manager or Project Sponsor* | * *Discussion of project deliverables and major project milestones.* | *5 minutes* |
| Ground Rules | *Project Manager* | * *Discuss operational, organizational, and project ground rules and procedures.* | *5 minutes* |
| Roles and Responsibilities | *Project Manager* | * *Allow members to briefly introduce themselves and their roles on the project or how they may be able to contribute to project efforts (i.e. if not an actual project team member).* | *5-10 minutes* |
| High-Level Plan | *Project Manager or Project Sponsor* | * *Review and summarize high-level project plan.* | *5-10 minutes* |
| Next Steps | *Project Manager* | * *Plan, timeframe, and rough agenda for moving forward and starting phase execution.* * *Review/assign open issues and follow-up actions.* | *5 minutes* |
| Communications Plan Expectations | *Project Manager* | * *Communication plan, expectations, frequency, and methods for each stakeholder group.* | *5 minutes* |
| Issue Management and Resolution | *Project Manager* | * *How issues and risks will be dealt with, and by whom.* * *Summarize some of the upfront risks and issues of the project.* | *5 minutes* |
| Questions | *Project Manager* | * *Open forum for any questions that may have arisen during the meeting.* | *(as needed)* |
| Close | *Project Sponsor and Project Manager* | * *Thank everyone for their time.* * *Close meeting.* | *1-2 minutes* |