**Project Kickoff Presentation & Approval Documentation**

**10.1 Kickoff Presentation Outline**

* **Project Overview:** Purpose, scope, objectives
* **Project Team & Roles:** Introductions and responsibilities
* **Timeline & Milestones:** High-level schedule and critical dates
* **Risks & Mitigation:** Key risks identified and plans
* **Governance & Communication:** How the project will be managed and communicated
* **Next Steps:** Immediate upcoming tasks and expectations

**10.2 Approval Documentation**

| **Document** | **Description** | **Approver** | **Signature** | **Date** |
| --- | --- | --- | --- | --- |
| Project Charter | Formal project authorization | Project Sponsor |  |  |
| Stakeholder Engagement Plan | Agreement on stakeholder communication | Steering Committee |  |  |
| Budget & Resource Plan | Approval of estimated budget and resource allocation | Project Sponsor |  |  |
| Governance Framework | Approval of governance roles and structure | Steering Committee |  |  |