**Project Kickoff**

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| **Project Name** | **Project Manager** |
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| **Date of Meeting** | **Start Date of Project** |
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| **Attendees** | |
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| **Agenda Items** |

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| **Project Background** | * **This is taken from the project proposal and provides the genesis of the project, including the why, when and how of the project.**   [Download our free Project Proposal Template for Word](https://www.projectmanager.com/templates/project-proposal-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=project-kickoff-word&utm_content=&utm_detail=&utm_term=none) |

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| **Project Scope** | * **Provide a detailed description of the project work, including the project timeline and project budget.**   [Download our free Project Scope Template for Word](https://www.projectmanager.com/templates/project-scope-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=project-kickoff-word&utm_content=&utm_detail=&utm_term=none) |

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| **Project Timeline** | * **The project deliverables are shown chronologically on a timeline, which is the roadmap for the project.**   [Download our free Project Timeline Template for Excel](https://www.projectmanager.com/templates/project-timeline-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=project-kickoff-word&utm_content=&utm_detail=&utm_term=none) |

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| **Risk Management** | * **Define the risk mitigation strategy and who has ownership over which risks.**   [Download our free Risk Management Plan for Word](https://www.projectmanager.com/templates/risk-management-plan-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=project-kickoff-word&utm_content=&utm_detail=&utm_term=none) |

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| **Roles and Responsibilities** | * **Define the roles and responsibilities for everyone on the project team.** |

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| **Methods and Tools** | * **Explain which project management methodology and the software that will be used to manage the project.** |

**[Graphical user interface

Description automatically generated](http://www.projectmanager.com/pricing?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=project-kickoff-word&utm_content=&utm_detail=&utm_term=none)**