Template 1 (kickoff)

 Overview

[Project Kickoff Play](https://www.atlassian.com/team-playbook/plays/project-kickoff).

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| --- | --- |
| **Executive sponsor** |  |
| **Project leader** |  |
| **Meeting facilitator** |  |
| **Team members** |  |
| **Stakeholders** |  |
| **Date** |  |
| **Resources** |  |

 Project statements

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Vision** | **Mission** | **Mission tests** |
| **Initial statements** |  |  |  |
| **Revised statements** |  |  |  |

 Follow-up

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| --- | --- | --- | --- |
| **Task** | **Owner** | **Status** | **Action items** |
|  |  | **IN PROGRESS** / **COMPLETE** |  |
|  |  |  |  |
|  |  |  |  |