**Project Team Kick-Off Agenda Template**

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**Executive Team Kick-Off Agenda - Template**

(For inclusion or attachment to an email and/or meeting invite, distributed to those project team members who are invited to the Project Team Kick-Off meeting and for users to take notes from the meeting, prior to a follow-up email.)

**Date:**

**Project Name:**

**Project Manager:**

**Business Sponsor:**

**Attendees/Roles:**

**Kick-Off Agenda:**

1. Welcome and Introduction
2. Business Value & Objectives
3. Project Scope Overview
4. Project Governance
5. Implementation Methodology
6. Sources of Information
7. Next Steps
8. Questions
9. Thank you

**Meeting Notes:**

**Action Items/Owners:**

Note: The purpose of a project kickoff meeting is to introduce the teams, understand the project background, understand what success looks like, understand what needs to be done, and agree on how to work together effectively – it’s a chance to level set and get the teams aligned.