# Kickoff Meeting

Agenda

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| Project Name |
| Kickoff Date |

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| **Topic** | **Leader** |
| Introduce and welcome team members | Project Manager |
| Discuss project background   1. What we have today 2. Why we need to change 3. What are the key measures of success? | Project Sponsor |
| Identify stakeholders   1. Who is impacted? 2. Who are the key stakeholders - Sponsor and/or other decision makers who represent constituencies that will be impacted, and whose support is critical to the success of the project? | Project Manager |
| Review project objectives   1. Objectives 2. Deliverables 3. Assumption | Project Manager Technical Lead |
| Review team member roles & responsibilities   1. Project Team- 2. Advisory groups (if needed) 3. Steering committee (if needed) | Project Manager |
| Review other potential issues, risks, questions and concerns  *What might get in the way of success? How could we address those concerns?* | Project Manager |
| Identify next steps and timing   * Team communications * Frequency of team meetings | Project Manager |

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Project Management Office Office of Computing and Communications Services