Project Kickoff Checklist

Everything you need to launch a project cleanly, from charter to kickoff meeting.

Confirm the Foundations

- [ ] Review the approved project charter and objectives
- [ ] Confirm the sponsor and decision-makers are committed
- [ ] Verify the budget and funding are in place
- [ ] Check that any required contracts are signed
  Unsigned agreements are a common launch blocker.
- [ ] Confirm the high-level timeline is realistic

Lock Scope and Goals

- [ ] Write clear, measurable goals for the project
- [ ] Define what is in scope in plain language
- [ ] List what is explicitly out of scope
- [ ] Agree on the criteria for project success
- [ ] Document key assumptions and constraints

Set Roles and Responsibilities

- [ ] Name the project manager and confirm their authority
- [ ] Assign an owner to each major workstream
- [ ] Clarify who approves decisions and deliverables
- [ ] Confirm team members' availability and capacity
  Check for competing projects before committing people.
- [ ] Identify any external partners or vendors

Align Stakeholders

- [ ] List all stakeholders and their level of influence
- [ ] Capture each stakeholder's expectations and concerns
- [ ] Agree how and how often you will communicate updates
- [ ] Set up shared tools and access for the team
- [ ] Decide how decisions and changes will be approved

Prepare the Kickoff Meeting

- [ ] Send a clear agenda and goals ahead of time
- [ ] Invite the right people and confirm attendance
- [ ] Prepare a short, focused presentation or summary
- [ ] Gather charter, scope, and timeline documents to share
- [ ] Book the room or video link and test the setup
  Test screen sharing before remote kickoffs.

Run the Kickoff and Follow Up

- [ ] Present the project purpose, goals, and scope
- [ ] Walk through the timeline, milestones, and roles
- [ ] Open the floor for questions and concerns
- [ ] Agree on immediate next steps and owners
- [ ] Send meeting notes and action items within a day
  Fast follow-up keeps the momentum going.