

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.