

PROJECT KICKOFF CHECKLIST

PROJECT

- ☐ Appoint project manager
- ☐ Get project (and/or business case) approved by senior management
- ☐ Define project objectives
- ☐ Define project scope (including anything that will not be delivered)
- ☐ Get budget approved (along with any other resources that will be required)
- ☐ Identify initial project risks
- ☐ Produce list of deliverables

TEAM

- ☐ Find/appoint project sponsor
- ☐ Appoint/assign team members
- ☐ Identify all other stakeholders
- ☐ Create org chart to define roles and responsibilities
- ☐ Identify suppliers
- ☐ Issue supplier contracts
- ☐ Produce communications plan
- ☐ Set first team meeting dates

TOOLS

- ☐ Select project management software
- ☐ Create user accounts for team
- ☐ Set up project filing system/online document systems
- ☐ Create task lists
- ☐ Create online project schedule

PROJECTMANAGER

It Project Kickoff Template

Rachel Sandford



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