

## Project Kickoff

| Project Name    | Project Manager       |
|-----------------|-----------------------|
|                 |                       |
| Date of Meeting | Start Date of Project |
|                 |                       |

| Attendees |  |
|-----------|--|
|           |  |
|           |  |
|           |  |
|           |  |
|           |  |

### Agenda Items

|                           |                                                                                                                                                                                    |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Background</b> | <ul style="list-style-type: none"> <li>This is taken from the project proposal and provides the genesis of the project, including the why, when and how of the project.</li> </ul> |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                      |                                                                                                                                                          |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Scope</b> | <ul style="list-style-type: none"> <li>Provide a detailed description of the project work, including the project timeline and project budget.</li> </ul> |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|

# It Project Kickoff Template

**Lei Huang**

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the name bar.

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