# Project Kickoff Meeting Agenda

## [Project Name]

### Version of TAC 216 Companion Guide: [Version]

### Meeting Date: [Date]

### Project Manager: [Name]

### Project Request ID: [ID]

| **Attendee Name** | **Attendee Role** | **Role** |
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**Note to the Author**

Use this template to help you write a project kick-off meeting agenda. The template includes instructions to the author, boilerplate text, and fields that should be replaced with specific project values.

**Blue** italicized text enclosed in angle brackets (<text>) either provides instructions to the document author, or describes the intent, assumptions and context for content included in this document. **Delete the blue text** as you fill out the project request sections.

**Brown** italicized text enclosed in square brackets ([text]) indicates an example. **Replace the brown text** as you fill out the project request sections.

Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate to a specific project. These are offered only as suggestions to assist in developing this document; they are not mandatory formats.

**Please delete this page before signing the project request.**

#### Agenda

| Time | Topic |
| --- | --- |
| **[9:30 – 10:00 am]** | **Overview**  <Summarize the project. This information starts the discussion on planning and executing the project.> |
| **[10:00 – 10:45 am]** | **Project Review**   * Stakeholder Roles <List the stakeholders and their project role.> * Deliverables <List, review and discuss project deliverables.> * External Dependencies < List, review and discuss external dependencies.> * In Scope/ Out of Scope < List, review and discuss in and out of scope items.>   + In Scope   + Out of Scope * Timeline < Present, review and discuss the project timeline.> * Assumptions/ Limitations < List, review and discuss assumptions and limitations.> |
| **[10:45 – 11:00 am]** | **Discuss/ Document Potential Risks to Project Success**  < List, review and discuss potential risks.> |
| **[11:00 – 11:15 am]** | **Discuss Communication Plan**  <Present, review and discuss the communication plan.> |
| **[11:15 – 11:30 am]** | **Next Steps**  <List the next steps for review and discussion.> |
| **[11:30 – 11:45 am]** | **Questions**  <List any questions for follow up after the meeting.> |
| **[11:45 – 12:00 pm]** | **Action Items for Follow-Up**  <List action items for follow-up after the meeting.> |
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