

Project Kickoff Team Checklist Template

Project Details

- Project Name: _____
- Project Manager: _____
- Date: _____
- Team Members: _____

Checklist

☐ Project objectives defined and documented ☐ Roles and responsibilities assigned ☐ Timeline and milestones reviewed ☐ Stakeholders identified ☐ Communication plan established ☐ Potential risks and issues discussed ☐ Tools and resources set up ☐ Next steps agreed upon

Notes

Add any additional notes here...