

PROJECT KICK-OFF MEETING AGENDA

Delete This Whole Section When Using the Template

File: AGENDA-PROJECT KICK OFF.DOT

TEMPLATE CHANGE HISTORY

Date	Version	Author	Changes Applied
01 Jan. 2000	1.00	S. Harrison	Initial version

WHEN TO USE

Kick off meetings are conducted at the start of projects (usually in the Development/Planning Phase, or at the start of major phases where significant team changes occur. It is used as a team building exercise with roles and responsibilities defined, work identified (in planning situations) and team rules and processes defined. Refer to the Team Charter template for ideas on how to develop a cohesive team and establish an agreed, formal framework for the team to operate under.

GENERAL INSTRUCTIONS

- Work through the template and remove sections that are not appropriate for your project requirements.
- Replace italicised prompts with the required information
- Change all variables as listed and defined in the “Variable Names to Change” section below to the relevant name in the document using the search/replace function
- Delete this **Document Change History** section

SPECIFIC INSTRUCTIONS

Fill out this agenda and distribute prior to the meeting.

VARIABLE NAMES TO CHANGE

The following variable names exist in the document and need to be changed when creating the new document. They are all in CAPITALS and are surrounded by “[“ and “]”. Search on the brackets with the Variable Name text enclosed:

Variable Name	Use
ORGANISATION	Name of organisation the report/document was prepared for.
PROJECT	Name of project
VERSION ID	Version number for this iteration of the document
DATE	Date the document is completed for circulation — not appropriate for documents that represent logs or other documents where there is no versioning cycle.

TEMPLATE CONTACT

Direct queries on other templates and the associated HIway methodology to:

Contact Us:	HIway@harrison.co.nz
Company:	Harrison International Ltd PO Box 22-827 Otahuhu Auckland New Zealand
Phone:	+64 9 277-7756
Web Site:	www.harrison.co.nz

PROJECT KICK-OFF MEETING AGENDA

ADMINISTRATION

Project Name:			
Called By:			
Sponsored By:			
Venue:			
Date:			
Start Time:		End Time:	

DISTRIBUTION

Invitees	
For Information	

AGENDA ITEMS

Time	Item
	Welcome and Introductions
	Meeting Purpose
	Project Overview
	Customer and their needs
	Scope
	Possible solutions
	Project accomplishments to date
	Sponsor Perspective
	Project Plan
	Project Deliverables
	Preliminary Work Breakdown Structure
	Project Schedule
	Team Roles and Responsibilities
	Project Scope Change Control
	Customer Sign-Off and Acceptance Criteria
	Other Business
	Summary
	Close

ATTACHMENTS