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| **Initiation Phase**  **Kickoff Meeting Agenda** | **Project Name:** | |  | |
| **Phase:** | | Initiation | |
| **Date:** | |  | |
| **Time:** | |  | |
| **Attendees:** |  | | | |
| **Agenda Items** | | | | |
| 1. Introductions 2. Meeting Objective 3. Sponsor’s Statement 4. Project Management Methodology 5. Review Project Proposal 6. Introduce composition of Project Definition Document    1. Purpose    2. Scope    3. Deliverables    4. Critical Success Criteria    5. Assumptions    6. Constraints    7. Risks    8. Preliminary Labor and Cost Estimates    9. Preliminary Scope    10. Project Team Roles and Members    11. Approval 7. Next steps | | | | |
| **Decisions Made** |  | | | |
|  |  | | | |
| **Issues Identified** |  | | | |
| **Follow-up Action Items** | | | | |
| **Item** | | **Responsible Person(s)** | | **Target Date** |
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