

Project Kickoff Checklist

What needs to be defined and confirmed before a new project actually starts.

Scope & Objective

- ☐ What does success look like, in specific and measurable terms?
- ☐ What's explicitly in scope, and what's explicitly not?
- ☐ Who is the project actually for, and what do they need from it?

Timeline & Milestones

- ☐ Start date and target completion date set
- ☐ Key milestones identified, not just a single end date
- ☐ Dependencies on other work or people identified upfront

Team & Roles

- ☐ Project owner named
- ☐ Everyone involved knows their specific responsibility
- ☐ Decision-making authority is clear if something needs a call mid-project

Resources & Budget

- ☐ Budget confirmed, if applicable
- ☐ Tools, materials, or access needed identified before work starts

Communication Plan

- ☐ How often will status be shared, and with whom?
- ☐ Where will updates and decisions be documented?

Kickoff Meeting

- ☐ Held before real work begins, not skipped to save time
- ☐ Everyone leaves knowing what they're responsible for and by when