Project Kick Off Checklist

Table of Contents

Document Origin

No.	Author	Department
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Change History

Version	Date	Changes
1.0	27/2/08	Initial Version

Project Kickoff Checklist

Overview	Before a project begins, it is useful to go through the following checklist to ensure your approach to the Phase Kick Off is going to produce the desired result.
Goals	The goals of the Kick Off Meeting are: • Ensure the team understand what is going to happen, when it is going to happen, and what part they will play • Establish the importance of the phase and project • Ensure you, as Project Manager, are clearly seen as the leader of the team • Ensure everyone understands the project infrastructure
Project Infrastructure	A business has a business infrastructure. That is the people, their skills and abilities, the processes, the tools and knowledge to undertake their business purpose. So with a project. A project infrastructure is exactly the same, but focused on providing a project management capability, and ensuring successful projects. Much of the work in the Project Planning phase was to develop a project infrastrurcture.
Key goals	The following are key goals for kicking off the project

Task
Communicate the goals of the project to all project team members to make sure that everyone understands the objectives of the project.
Communicate the goals of the project to all project team members to make sure that everyone understands their responsibilities in and toward the project.
Get the commitment you need for the project.
Generate enthusiasm to make things happen.
Establish the leadership for the project.

Project Kickoff Checklist, Continued

Task
Motivate the project team to follow you.
Identify critical milestones, phases and deadlines of the project.
Review the overall project work plan and schedule with appropriate members of the project team.
Explain standard operating procedures, including meetings, required documentation and reports, and any ongoing communications necessary between project manager and the project team.
Give those responsible for performing initial tasks the go-ahead to start working on the project.