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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

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| **Decisions Made** |  |
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| **Issues Identified** |  |
| **Follow-up Action Items** |
| **Item** | **Responsible Person(s)** | **Target Date** |
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