

Project Kickoff Checklist

Professional working template

Use this checklist before a project begins so sponsors, project managers and delivery teams share the same understanding of objective, scope, governance and immediate actions.

Business foundation

- Business objective is stated in plain language
- Scope is documented, including what is out of scope
- Deliverables are named and accepted by the sponsor
- Success measures are agreed before work starts

Leadership and roles

- Sponsor is named and available for decisions
- Project manager is confirmed
- Team roles and decision rights are documented
- Stakeholders are mapped by influence and impact

Control and delivery

- Governance rhythm is scheduled
- Timeline, milestones and budget are baselined
- Risks, dependencies and assumptions are recorded
- Communication and documentation standards are agreed

Kickoff actions

- Kickoff meeting agenda issued
- Immediate next actions assigned
- Escalation route confirmed
- First status report date agreed

Working Checklist

Area	Current State	Evidence	Gap	Priority	Action	Owner	Target Date
Objective	Drafted in business case	Sponsor note	Needs measurable outcome	High	Confirm success measure	Sponsor	Before kickoff
Governance	Monthly forum proposed	Calendar hold	Decision rules unclear	Medium	Agree decision rights	Project Manager	Week 1