**PROJECT NAME**

**Planning Kick-off Meeting**

**Agenda**

Project Manager (PM):

Project Sponsor:

Meeting Date, Time, and Location:

Agenda:

* Meeting objective and attendee introductions (PM)
* Meeting ground rules (PM)
  + Agenda will be sent prior to all planning meetings
  + Purpose is to plan project work; length will be approximately one hour but could be extended if needed
  + All project team participants should plan to attend meetings, unless otherwise notified.
* Sponsor’s statement (Project Sponsor)
  + Vision
  + Key success factors
* Project charter review (PM)
* Next steps (PM)
  + Schedule recurring project team meetings
  + Plan project
    - Define project requirements and scope
    - Develop project schedule
* Questions
* Meeting summary (PM)
  + Action items
  + Next meeting stats: Time, location, and purpose