

# Project Kick-off Meeting Guide

## Objective

To get a shared clear understanding about the purpose and scope of a new project, what success looks like, and how best to complete the project on-time, on budget, and to everyone’s satisfaction.

## Agenda

5% ~5 mins	<b>Set-up and introductions</b> State objective of this meeting (above), and the outputs we need to achieve together.
8% 10 mins	<b>Background and intent</b> Ask the project sponsor (or the main person accountable for its success) to give a brief description of this project’s background and intent. Allow time for questions if possible, so that everyone has a clear understanding.
15% 20 mins	<b>Success and risks</b> Ask everyone to capture what success looks like. What are the desired outcomes, for the project, for the product/service/whatever is being made? For the team? How would we measure these outcomes?  Ask everyone to capture any potential risks. What is the severity and impact of each risk? What can be done to avoid or minimise these risks?
8% 10 mins	<b>Scope</b> Confirm the scope of this project, based on what success means (above). What is in scope, and out of scope? What are the ‘grey’ areas, and how might we clarify those?
12% 15 mins	<b>Objectives and milestones</b> Based on success and scope, what are the specific, measurable, time-bound objectives we need to achieve? What are the main milestones along the way?  If you use OKRs (objectives and key results), now is a good time to either create or confirm any OKRs associated with this project, or refer to any existing OKRs that this project will be bound by.



Great for  
any type of team



Recommended  
2 hours



Works for in-person,  
online, or hybrid

5% 5 mins	<b>Break</b> Get everyone to take a break, and do whatever they need to do, to come back focused.
24% 25 mins	<b>Plan and actions</b> Get everyone to fill out a sequence of actions, according to the scope and milestones previously captured.  Choose a level of detail depending on the nature of your project and the group: <ul style="list-style-type: none"><li>• <b>A roadmap</b> will have a small set of high-level groups of work, sequenced according to milestones, epics, sprints, and/or delivery dates (depending on your way of working)</li><li>• <b>A Kanban board</b> will have a larger set of lower-level actions, grouped into columns of Backlog, and progress stages (e.g. Preparing, In progress, Testing, Done)</li><li>• <b>A Gantt chart</b> will have a larger set of lower-level actions, sequenced with a critical path of time and dependencies</li></ul>
15% 20 mins	<b>Roles and responsibilities</b> <b>Deliverables DACI:</b> Capture the set of deliverables/outputs that this project produces, and then confirm expectations about who is responsible for approving, driving, contributing to each (and in what way). Also, who needs to be kept informed of progress?  <b>Decisions DACI:</b> If not already confirmed, capture a set of decisions that need to be made throughout this project, and confirm expectations about who is responsible for each final decision, as well as who drives it, contributes to it, and is informed about it.
8% 10 mins	<b>Next steps</b> Based on this discussion, who needs to do what, by when?  Where will the final versions of these outputs live, so we can all refer to them?