**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