

# Project Kickoff Workflow Template

## Project Overview

Project Name

Enter project name

Client

Client name

Start Date

Project Lead

Project lead name

Description

Briefly describe the project...

## Kickoff Agenda

- 1. Welcome & Introductions
- 2. Project Objectives
- 3. Scope & Deliverables
- 4. Timeline & Milestones
- 5. Roles & Responsibilities
- 6. Communication Plan
- 7. Questions & Next Steps

## Key Stakeholders

Name	Role	Contact
Full Name	Role	Email/Phone
Full Name	Role	Email/Phone

## Milestones & Deadlines

Milestone	Owner	Due Date	Status
Milestone Name	Owner		Status



Milestone Name	Owner		Status
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### Notes & Action Items

Add notes or key action items here...