

Project Kickoff Workflow Template

Project Overview

Project Name

Client

Start Date

Project Lead

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
<input type="text" value="Full Name"/>	<input type="text" value="Role"/>	<input type="text" value="Email/Phone"/>
<input type="text" value="Full Name"/>	<input type="text" value="Role"/>	<input type="text" value="Email/Phone"/>

Milestones & Deadlines

Milestone	Owner	Due Date	Status
<input type="text" value="Milestone Name"/>	<input type="text" value="Owner"/>	<input type="text"/>	<input type="text" value="Status"/>

Milestone Name	Owner		Status
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Notes & Action Items

Add notes or key action items here...