

Management Consulting Project Kickoff Agenda Template

Project Name:

Date & Time:

Location / Virtual Meeting Link:

Attendees:

- Project Sponsor
- Consulting Team Lead
- Key Stakeholders
- Project Team Members
- Other Participants

Agenda

Time	Topic	Owner
09:00 - 09:15	Welcome & Introductions	Project Sponsor
09:15 - 09:30	Project Overview & Objectives	Consulting Team Lead
09:30 - 09:45	Scope, Deliverables & Timeline	Consulting Team Lead
09:45 - 10:00	Roles & Responsibilities	Consulting Team Lead / Project Manager
10:00 - 10:15	Communication & Reporting	Project Manager
10:15 - 10:30	Questions & Open Discussion	All
10:30 - 10:40	Next Steps & Closing	Project Sponsor / Consulting Team Lead

Notes:
