

Project Kickoff Checklist

Start your project with clarity and confidence

1. Define Clear Outcomes	<ul style="list-style-type: none"><input type="checkbox"/> What is the purpose of this project?<input type="checkbox"/> What problem are we solving or what opportunity are we seizing?<input type="checkbox"/> How will we know if we've succeeded (measurable outcome)?
2. Clarify Roles & Responsibilities	<ul style="list-style-type: none"><input type="checkbox"/> Who is the Project Lead (decision-maker)?<input type="checkbox"/> Who are the Key Contributors (people doing the work)?<input type="checkbox"/> Who are the Stakeholders (need updates, approvals)?<input type="checkbox"/> Is everyone clear on their role?
3. Identify Risks & Constraints	<ul style="list-style-type: none"><input type="checkbox"/> What could go wrong (resources, time, approvals)?<input type="checkbox"/> What's the budget or funding available?<input type="checkbox"/> Are there deadlines or external dependencies?
4. Create a Simple Timeline	<ul style="list-style-type: none"><input type="checkbox"/> What are the 3–5 key milestones?<input type="checkbox"/> What's the target end date?<input type="checkbox"/> Are there any must-hit dates (performances, events, launches)?
5. Set Communication & Tools	<ul style="list-style-type: none"><input type="checkbox"/> How will the team stay updated (weekly check-in, Slack, email)?<input type="checkbox"/> Where will documents and plans be stored (Google Drive, shared folder, Trello)?<input type="checkbox"/> Who will share updates with stakeholders?

Bonus Tip: Start Small

A kickoff doesn't need a 50-page plan. Clarity + alignment at the start prevents most problems later.