



Project Kickoff Checklist

Start your project with clarity and confidence

1. Define Clear Outcomes	<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	<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	<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	<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	<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.