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| **Planning Phase**  **Kickoff Meeting Agenda** | **Project:** | |  | |
| **Phase:** | | Planning | |
| **Date:** | |  | |
| **Time:** | |  | |
| **Attendees** |  | | | |
| **Agenda Items** | | | | |
| 1. Meeting Objective 2. Project Definition Document Review 3. Initial Project Plan Review 4. Discuss plans for creating Functional Requirements & Technical Specifications 5. Initial Discussion of Comprehensive Project Plan    1. Schedule    2. WBS (Work Breakdown Structure)    3. Responsibility Matrix    4. Budget    5. Communications    6. Change Control    7. Acceptance    8. Risk Assessment    9. Issue Management    10. Stakeholder training    11. Implementation transition    12. Approval 6. Next steps | | | | |
| **Decisions Made** |  | | | |
| **Issues Identified** |  | | | |
| **Follow-up Action Items** | | | | |
| **Item** | | **Responsible Person** | | **Target Date** |
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