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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

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| **Decisions Made** |  |
| **Issues Identified** |  |
| **Follow-up Action Items** |
| **Item** | **Responsible Person** | **Target Date** |
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