# The Essential Project Kickoff Meeting

## Goal

Create clear working agreements, a shared understanding of project success and decide on next steps.

Works best for smaller projects, straight-forward projects, and meetings with 10 or fewer participants.

## Duration

45 minutes to 1.5 hours

## Agenda

### 1.0 Introductions (10 minutes)

* + Project sponsor shares the high-level Project charter and business goal.
  + Introductions: Please share your name, your role, and the **one** important thing you need to get out of this meeting.
  + Confirm agenda: will the important things be covered?

### 2.0 Discuss: When We Succeed

**Technique:** “Remember the future” (<http://www.innovationgames.com/remember-the-future/>​)

*Sample starting question for project sponsors:*  
“Let’s assume this project meets the goals and is a wild success. When you sit down for your review 3 months after the project launch, and you're reviewing the projects you worked on and the impact they had, what will you be proud to share about this project?

What will the successful completion of this project  have done  for you and the organization?”

### 3.0 Project Logistics

Establish agreements about how the team will coordinate the work and communicate updates. See the sample presentation for example topics to cover.

### 4.0 Discuss: Why Might this Project Fail

**Technique:** “Premortem” (<https://hbr.org/2007/09/performing-a-project-premortem> or <http://gamestorming.com/games-for-opening/pre-mortem/>)

*Sample starting question for everyone:  
“*Now we know everything we can about this project, about what it will take to succeed, about the deadlines and the team involved. Take a moment to think about other projects you've worked on like this in the past, and everything we must accomplish to make this project a success. Based on your experience, what might go wrong and cause the project to fail?"

### 5.0 Review and Confirm Next Steps (5 minutes)

* + Did we cover all the important items?
  + Do we have action items captured and assigned correctly?
  + Confirm the next meeting

## Resources

### Overview

Read about The Essential Project Kickoff Meeting on the Lucid Meetings Blog

<http://blog.lucidmeetings.com/blog/the-essential-project-kickoff-meeting-agenda>

### How-To Guide and Template

Online meeting template with full 12-page Facilitator’s Guide *(Lucid Meetings account required)*

<https://meet.lucidmeetings.com/meeting_template/3060>