

Project Kickoff Checklist

For project owners beginning approved work

In plain words

Make sure scope, ownership, access, milestones, and communications are settled before delivery starts.

This document is for project owners beginning approved work. It is designed to help someone make a clear decision, not to create unnecessary process.

What you need

- Signed scope
- Named participants
- Target dates

What to do

- Confirm roles.
- Confirm environments and access.
- Confirm decisions, risks, and meeting cadence.

What good looks like

- The intended outcome is written in plain language.
- One person owns the decision and the next action.
- Inputs, exclusions, and data boundaries are explicit.
- Evidence is reviewed before the work expands.

What this does not promise

This document does not guarantee a business result, replace legal or regulatory advice, or approve production use. Final scope, controls, and acceptance criteria must reflect the actual organization and workflow.

Working notes

Decision: _____

Owner: _____

Evidence: _____

Next action: _____