



# PROJECT KICKOFF EVENT SCHEDULE

**PROJECT:** Sample Project  
**DATE:** 9/13/18  
**TIME:** 1:00 p.m. – 2:30 p.m.  
**LOCATION:** Conference Room A

TIME	TOPIC/PURPOSE	FACILITATOR
1:00pm – 1:10pm	<b>Welcome and Introductions</b>	Sponsoring Council Chair [TBD]
1:10pm – 1:40pm	<b>Project Overview</b> <ul style="list-style-type: none"><li>- Why is this project happening?</li><li>- Project Charter: What does the project involve?<ul style="list-style-type: none"><li>o Project scope</li><li>o Timeline and deliverables</li><li>o Key stakeholders</li></ul></li></ul>	Project Lead [TBD]
1:40pm – 2:00pm	<b>Tentative Work Plan</b> <ul style="list-style-type: none"><li>- Work Plan: How might we accomplish the deliverables?</li><li>- Group feedback and input<ul style="list-style-type: none"><li>o Suggestions on work plan adjustments</li><li>o Potential meeting schedule</li></ul></li></ul>	Project Co-Lead [TBD]
2:00pm – 2:20pm	<b>Getting Started</b> <ul style="list-style-type: none"><li>- Expectations for participation (Basecamp, etc.)</li><li>- Initial research and resources</li><li>- Sharing ideas</li></ul>	Project Lead [TBD]
2:20pm – 2:30pm	<b>Q&amp;A/Wrap-Up</b>	Project Lead [TBD]

Notes