

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

Notes