

# *Managing Stakeholder Expectations for Project Success*

By Ori Schibi, PMP

## Kick-off Meeting Checklist

- Research
- Clear agenda and distributed in advance
- Everyone prepared?
- Appoint a strong facilitator
- No less than 90 minutes
- Invite the entire project team
- Make sure you have a basic understanding of the key project elements
- Meet with sponsor before the meeting to clarify expectations on constraints and success
- Make sure the sponsor attends the meeting
- Introductions encourage buy-in and ensure roles are understood
- Address key process, issues and challenges
- Communicate key background information to the team
- Work with the team to identify details about key project elements
- Articulate project success criteria

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- Introduce a communication plan and a set of ground rules
- Identify and record assumptions
- Set the tone of your leadership style, boundaries and expectations
- Ask participants to share potential risks
- Document and communicate action items
- Book an appropriately sized meeting room
- Address and assess competing business priorities
- Serve food (if budgets and corporate culture allow)