

SAMPLE STAKEHOLDER KICKOFF MEETING AGENDA

The stakeholder kickoff can happen in many ways. Some teams will do a short “this is how we work” kind of meeting and jump right in. Others do kickoff meetings that are workshops. These are both great, often necessary, options. But you should also consider an introductory meeting with your stakeholders where you’ll be introduced by the person who handled the project details prior to the project. (That could be a manager or a sales person, depending on your organization.)

This stakeholder kickoff meeting is an opportunity to build the beginnings of a great, trusting relationship based on solid information and discussion about how you’ll work together as partners.



AGENDA

Attendees:

- Manager or sales lead
- Project lead
- Stakeholder lead

Duration: 1 hour

Goal: This is an opportunity for project leadership to introduce one another, talk about how we’ll work together, and get started with early project planning.

- 5 minutes: Introductions (Manager or sales lead to kick off introductions)
- 15 minutes: High-level review of project scope
- 10 minutes: Project administration
- 10 minutes: How we'll communicate
- 10 minutes: Potential issues or risks
- 5 minutes: Q&A (as needed)
- 5 minutes: Next steps

Remember, the focus of this meeting is to establish a new working relationship and expectations for the project. Walk through all the pertinent project details, talk about how you would prefer to work together, and document any major decisions with meeting notes.