**Project Kickoff Meeting template:**

This template is a framework containing seven activities (or frames) so you can lead project meetings smoothly and efficiently. Follow the steps below to use the template to run a Project Kickoff meeting:

1. **Intro to project + meeting hosts**: this is where you introduce not only the project but yourself and whoever manages the project with you. It’s a great opportunity to explain your role and how people can reach out to you.
2. **Icebreaker activity**: the icebreaker ‘One Word about Collaboration’ gets everyone participating and shows how people in the project can best collaborate together.
3. **Goals and topics:** here is the space to add the project goals and what you are doing in the kickoff, and any reference material or content you find useful for your project and team to consult later on.
4. **Project RACI:** one of the most important steps, RACI (Roles, Accountable, Consulted, Informed), defines who is responsible for what and how. It helps teams to stay aligned and communicate more effectively with the right stakeholders.
5. **Questions and answers:** open space for questions and be an active listener. Note what your team’s pain points are and try to address critical issues. It’s crucial that no doubts, at least at this stage, go unanswered.
6. **Project planning board:** here is where the work begins! With this Project Planning board, you can list all the necessary things for the project to happen, from teams, actions to dependencies and risks. Invite your team to add their thoughts on it and co-create your project plan together.
7. **Summary of action items + next steps:** to sum up your meeting and come up with a project kickoff checklist, add a timeline with the following steps and any other resource that might be useful to start the project.
* Event title
* Event date(s)
* Event time(s)
* Event run time
* Event format (virtual, hybrid, or in-person)
* Event location (online and/or on-site location, as applicable)
* Event management platform (event technology, point of contact, and login instructions for the team, as appropriate)
* Event description ([examples](https://hopin.com/explore) here for some inspiration)
* Event website/registration link