

PROJECT INITIATION CHECKLIST

for the evaluation of the Project Kick-off Meeting

Criterion	Evaluation
Preparation of the meeting	
Related studies	
Readiness of the Event	
Definition of the project extent	
Identification of basic goals	
Specification of the project extent	
Outline of the solution (draft)	
Project schedule and budget	
Work breakdown structure	
Estimation of labor consumption, Resources plan	
Project schedule	
Project budget (hours/attendee)	
Project constraints	
Project CSFs	
Project organization	
Project roles and their job descriptions	
Project stakeholders	
Key resources	
Initial training requirements	
Organization structure	
Management procedures	
Quality standards and procedures	
Project management procedures	
Project tolerances	
Change management procedures	
Problem management procedures	
Business Case¹	
Project risk analysis	
Definition of criteria of success	
Meeting summary and closure (conclusions, further steps...)	

Overall evaluation

Note.: This form is a tool for the evaluation of the project initiation action – Kick-off Meeting. The result will be also used for the personal evaluation of the Project Manager and (eventually) Vice Manager and Team Managers (according to the definition of Quality standards as the evaluation procedures should be a part of them).

¹ The typical contents of Business Case is reduced in this document as some its parts are not relevant in this project (i.e. quantification of project costs and benefits).