Project Plan Kickoff

Project Title	Write the project name here
Stakeholders	List their names here
Members	List their names here
Start and End Dates	MM/DD/YYYY - MM/DD/YYYY

Background

Write how the project came to be and why it's necessary. You can also include key research insights that led to the project's approval.

Scope

Go into the details of the project. If it helps, you can break it down into the following smaller sections:

Objectives	Requirements
• List down the intentions of the project	• Provide the necessary resources

Timeline

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	*Pre-Production (Alvin)*				
Week 2		*Production (Belle)*			
Week 3			*Testing (Jay)*		
Week 4				*Post-Production (Trisha)*	

Plot the calendar that will take the project from conceptualization to fruition. Write milestones the team will focus on for a particular day in the week. Assign point persons, too, so there's clear accountability within the team.

Documents

- List down links to presentation decks
- Include links to meeting recordings and passwords
- Add other links relevant to the project