

Consulting Project Kickoff Template

Meeting details:

- Meeting Title: Gestor de Colecciones Pedro de Osma Consulting Kickoff Meeting
 - Date: 20/08/2025
 - Location: Virtual - Lima
 - Attendees:
 - Participante 1
 - Participante 2
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Meeting proper

Welcome and introductions

- Brief introduction of team members
- Overview of roles and responsibilities

Client expectations and objectives

- Discuss the client's expectations and project goals
- Clarify any specific requirements or concerns

Project scope and boundaries

- Define the scope of the consulting project
- Outline the boundaries and limitations

Key deliverables and milestones

- Review the key deliverables expected from the project
- Set milestone dates and review timelines

Resource allocation and budget

- Identify available resources (personnel, tools, budget)
- Discuss resource allocation and budget considerations

Project timeline and schedule

- Present the project timeline and key deadlines
- Agree on a schedule for regular updates and progress reviews

Communication plan

- Establish communication channels (e.g., email, project management tools)
- Set expectations for reporting and meetings

Risk management and challenges

- Identify potential risks and challenges
- Discuss strategies for managing and mitigating risks

Q&A and open discussion

- Address any questions or concerns from the client or team
- Encourage feedback and suggestions

Next steps and action items

- Summarize key decisions and action items
- Assign responsibilities and schedule the next meeting

Closing remarks

- Recap the meeting and express commitment to project success
- Thank attendees for their participation