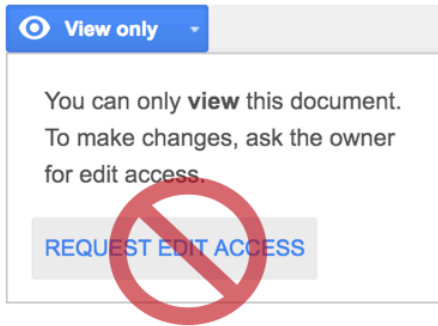


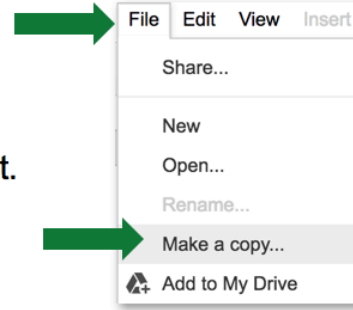


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PROJECT KICKOFF CHECKLIST

Template begins on page 2.



PROJECT KICKOFF CHECKLIST

PROJECT NAME	PROJECT MANAGER
CLIENT	DATE
	00/00/0000

X	ACTIVITY	DUE DATE
	Project Background	
	List of Stakeholders	
	Project Scope	
	Project Goals	
	Roles and Responsibilities	
	Project Timeline	
	Action Items	
	Other	
	Other	
	Other	

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