

**Project Kick Off Checklist**

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| **Task** | **Responsible Person** | **Status – In Progress / Completed** | **Notes** |
| SRO Agreed |  |  |  |
| Project Manager Appointed |  |  |  |
| Infrastructure Set-up (Methods, Ways of Working etc) |  |  |  |
| Project Governance Set-up (Guidance, Terms of Reference (ToR), Reporting etc) |  |  |  |
| Project Team Appointed |  |  |  |
| Agree Roles & Responsibilities |  |  |  |
| Stakeholder Management |  |  |  |
| Project Kick-off Meeting Held |  |  |  |
| Regular Team Meetings Set-up |  |  |  |
| Project Scoping |  |  |  |
| DPIA / SQEEIA |  |  |  |
| Comms and Engagement Plan in Place |  |  |  |
| Risk & Issue Management Process Set-up |  |  |  |
| Benefits Management Process Set-up |  |  |  |
| Plan for Next Stage in Place |  |  |  |
| Communication and Sign-off Activities Completed |  |  |  |