



PROJECT INITIATION MEETING AGENDA

Are your project stakeholders unengaged? Does your project lack buy-in or clarity on stakeholder needs?

Problem: Lack of stakeholder engagement or buy-in.

Solution: Create a shared purpose and gather needs and preferences from key stakeholder groups.

Project Initiation Meeting Agenda

Welcome & (Common Purpose/Mission/Strategic Goals)
Project Scope
Project Outcomes & Tasks
Project Schedule
Project Communication
Questions? Concerns?
Review and Next Steps

How to Use:

- ✓ Share the agenda with attendees ahead of the meeting. You may want to hold separate meetings with different stakeholders or stakeholder groups.
- ✓ To create buy-in, begin the meeting with a reminder of any shared or common purpose, mission, or strategic goals supported by the project.
- ✓ Clarify and discuss the project's scope to avoid scope creep.
- ✓ Discuss the project's outcomes/deliverables and any tasks that require attendee involvement or support.
- ✓ Discuss the project's schedule and key milestones, and confirm availability for activities requiring attendee involvement or support.
- ✓ Discuss project communication plans and confirm attendee communication needs and preferences.
- ✓ Offer an opportunity for attendees to ask questions or share concerns.
- ✓ End the meeting with a brief review of any decisions made, conclusions reached, and next steps that need to be taken.

Meeting for:

Meeting on:

Meeting at:

Meeting with:

Meeting Timeline

	Review & Next Steps

Notes: