

**PROMPT WO-017**

Create a Project Kick-Off Agenda

Purpose

Use this prompt to create a structured and professional agenda for a project kick-off meeting. It helps align stakeholders, clarify objectives, define roles and responsibilities, establish timelines, and ensure everyone starts the project with a shared understanding.

DIFFICULTY
 **Beginner**

TIME SAVED
 **20–30 min**

BEST FOR
Project Planning



Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced Project Manager.

Create a professional project kick-off meeting agenda using the information below.

Project Name:
[Insert project name]

Project Purpose:
[Describe the project]

Meeting Date:
[Insert date]

Meeting Time:
[Insert time]

Duration:



[Insert duration]

Attendees:

[List attendees]

Project Sponsor:

[Insert sponsor]

Project Manager:

[Insert project manager]

Known Milestones:

[List milestones]

Known Risks:

[List risks]

Tone:

Professional, collaborative and organised.

Please:

- Create a structured meeting agenda.
- Include a welcome and introductions.
- Review the project objectives.
- Define the project scope.
- Clarify roles and responsibilities.
- Review key milestones and timelines.
- Discuss risks and assumptions.
- Allow time for questions.
- Finish with agreed next steps and actions.

Return only the completed project kick-off agenda.



Example

INPUT

Project Name: CRM System Implementation

Project Purpose: Replace the existing CRM with a cloud-based solution.

Meeting Date: 5 October

Meeting Time: 10:00 AM

Duration: 90 minutes

**Attendees:**

- Project Sponsor
- Project Manager
- IT Manager
- Sales Manager
- Customer Service Manager

Known Milestones:

- Requirements gathering
- System configuration
- User testing
- Go-live

EXPECTED OUTPUT

CRM System Implementation – Project Kick-Off

Date: 5 October

Time: 10:00 AM

Duration: 90 Minutes

Agenda

1. Welcome and introductions
2. Project overview and objectives
3. Project scope and expected outcomes
4. Roles and responsibilities
5. Review of project milestones
6. Timeline and key deadlines
7. Risks, assumptions and dependencies
8. Questions and open discussion
9. Next steps and action items

Initial Actions — see table below

ACTION	OWNER	DUE DATE
Finalise project plan	Project Manager	10 October
Confirm requirements	Department Managers	12 October
Schedule stakeholder updates	Project Manager	Weekly

 **Builder's Tip:** *A successful project starts with clear expectations. Use the kick-off meeting to ensure everyone understands the project's goals, their responsibilities, and how success will be measured.*



Related Prompts

- WO-011 – Create a Professional Meeting Agenda
- WO-014 – Create an Action Plan from a Meeting
- WO-016 – Schedule a Professional Meeting
- WO-020 – Write a Project Status Meeting Summary

Tags

PROJECT
MGMT

KICK-OFF

MEETINGS

PLANNING

BUSINESS