

Planning Toolkit – Team Start-up Checklist

Project:

Sponsor:

Date:

Project Manager:

Administration

Have all selected team members been released for this project?

What start-up information has been issued to team members?

Are team members aware of the location (physical or virtual) and their place in it?

Launch event

Has a kick-off meeting been held?

What were the main outcomes of the kick-off event?

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Performance

Has a vision of success been generated and shared with the team?

Have team ground rules been generated and shared?

Are all team members clear about their role and responsibilities?

Do all team members have clear performance targets aligned to project goals?

Summary

Has the team been effectively launched?

Are any actions required to support effective team working?

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