common impact

A PURPOSE-DRIVEN WORKFORCE.
A STRONGER COMMUNITY.

Project Kick-Off Agenda: [Project Title]

Date, Time, Location (or online log-in)

Meeting Purpose:

The purpose of this meeting is for Nonprofit to meet the volunteer(s) to discuss the requirements for the project and to provide enough information for the volunteer(s) to begin their work.

Meeting Agenda

1. Welcome and Introductions *15 min*
    a. Project team members from Corporate Partner introduce themselves
        i. Describe current role and relevant past experience
        ii. If you are working with more than one volunteer - Define role on this project (project lead, developer, etc.)
        iii. What is personally interesting to you about this project?
    b. Staff members from Nonprofit introduce themselves
        i. Describe role at the organization and define role on this project (project lead, project stakeholder, etc.)
        ii. What is exciting about this project?
2. Nonprofit Organizational and Project Background (Nonprofit Team Lead) *35 min*
    a. Nonprofit Mission and Program overview
    b. Goals of the Type of Project
        i. Why is this project a priority for the organization right now?
        ii. What does success look like (outputs and outcomes)?
        iii. What work related to this project has been accomplished so far?
        iv. What are some of the challenges that might arise during the course of this project?
3. Review the Project Process *40 min*
    a. Run through Project Requirements Document
    b. Discuss initial thoughts and questions on objectives, milestones, and deliverables
    c. Initial reflections from the volunteer(s) about the project needs

4. Next Steps *10 min*
    a. Volunteer(s) schedules weekly check-in call with Nonprofit
    b. Volunteer(s) develops project implementation timeline and gets approval from Nonprofit