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[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

**Project Plan Kick-off Template**

|  |  |
| --- | --- |
| PROJECT Tıtle | Write the project name here. |
|  |  |
| STAKEHOLDERS | List their names here. |
|  |  |
| MEMBERS | List their names here. |
|  |  |
| START – END DATES | MM/DD/YY - MM/DD/YY |

**Background**

Explain the project's origin and its necessity, including key research insights that led to its approval.

**Scope**

|  |  |
| --- | --- |
| **Objectives** | **Requirements** |
| * List your objectives.
 | * List your requirements
* Add more
 |
|  |
| * Add more
 |
|  |

**Timeline**

Create a project calendar outlining the journey from conceptualization to completion. Specify weekly milestones, assign point person for each task to ensure clear accountability.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MONDAy** | **tUESDAY** | **WEDNESDAY** | **tHURSDAY** | **friday** |
| **Week 1** |  |  |  |  |  |
| **Week 2** |  |  |  |  |  |
| **Week 3** |  |  |  |  |  |
| **Week 4** |  |  |  |  |  |

**Additional Documentation:**

List links to presentation decks.

Include links to meeting recordings and passwords.

Add other relevant project links.