Kick off meeting Checklist

	Checklist Item	Status	Due Date	RACI			
				Responsible (R)	Accountable (A)	Consulted (C)	Informed (I)
1	Contractual obligations reviewed (LDs, EoT, notices)	☐		PM	PM	QS	Client Rep
2	Site handing-over date agreed + possession form signed	☐		PM	Client Rep	Site Eng.	Consultant
3	Programme submission deadline (Clause 14 or equivalent)	☐		Planner	PM	Consultant	Client Rep
4	Submittal review durations set (e.g., 10 working days)	☐		Doc Control	Consultant	PM	Client Rep
5	Inspection/test turnaround times agreed	☐		QA/QC	Consultant	Site Eng.	Client Rep
6	Payment cycle and IPC dates defined	☐		QS	PM	Finance	Client Rep
7	Change order procedures approved	☐		PM	Client Rep	QS	Consultant
8	Risk & issue management process active	☐		PMO	PM	Discipline Leads	Client Rep
9	Document control rules enforced (CDE, naming, revisions)	☐		Doc Control	PM	All Leads	All Stakeholders
10	MOM circulation window set (24–48h)	☐		PM	PM	Doc Control	All

comments:

Quick governance notes
Single source of truth: Document Control is custodian of the checklist, action log, RACI, review SLAs, and calendars in the CDE.
Approvals: PM signs off on working procedures; Client Rep/Consultant confirm items with contractual impact (dates, programme SLAs, payments).
SLA hints: Minutes 24–48h, Submittal review 7–14 working days, Inspection/test 24–72h per risk/ITP, Change evaluation 2–5 days (project-specific).
Versioning: Use controlled transmittals; version every matrix (RACI, SLA, calendars); log all updates in the action tracker.