



SPECIALIST WORKFLOWS

Construction client kickoff checklist

A client kickoff checklist for confirming scope, site contacts, schedule, decisions, access, change process, safety expectations, and communications.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

A client project is about to move into active work.

WORK THROUGH THE CHECKLIST

- ☐ 01 **Confirm scope and exclusions**

- ☐ 02 **Record site contacts**

- ☐ 03 **Review schedule**

- ☐ 04 **Set change request path**

- ☐ 05 **Confirm access and safety needs**

- ☐ 06 **Agree update rhythm**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.