

FREE PROJECT KICKOFF CHECKLIST

Outdoor Parks + Playground Design

Focused • Cost-Managed • Clear Milestones

Use this checklist to start your project the right way—reducing delays, controlling costs, and ensuring your outdoor space delivers the outcomes your community needs.

What this checklist helps you do:

- Clarify goals, scope, and success outcomes early
- Prevent budget surprises and timeline drift
- Align stakeholders and approvals to avoid rework
- Set clear milestones from kickoff to completion
- Make confident decisions before design, bidding, or install

1) PROJECT GOALS + OUTCOMES



- Define the primary purpose (play, fitness, learning, community use)
- Identify success outcomes (what must be true at completion?)
- Confirm user groups (ages, inclusive needs, supervision)
- Set capacity targets and peak-use expectations

2) BUDGET + FUNDING REALITY CHECK



- Confirm total budget range and what it includes (design, permitting, demo, install)
- Set a contingency (typical 10–15%)
- Identify funding sources (grants, bond, donors, sponsorships)
- Decide phased build vs. full build

3) SITE + CONSTRAINTS REVIEW



- Confirm site boundaries
- Gather photos, measurements, and any existing plans
- Identify slope/drainage concerns and access routes for install
- Locate utilities, irrigation, lighting, trees, and underground conflicts

4) STAKEHOLDERS + APPROVALS



- Identify decision makers and a single point of contact
- Confirm approval steps (committee, board, city, district)
- Set meeting cadence and review timelines
- Document how changes will be requested and approved

5) SAFETY + ACCESSIBILITY



- Confirm ADA accessibility expectations and routes
- Align on age zones and supervision requirements

- Confirm surfacing performance requirements (fall protection, drainage, durability)
- Plan for shade, seating, and sightlines

6) DESIGN DIRECTION



- Select a design style or theme aligned to the community
- List must-have features vs. nice-to-haves
- Confirm material preferences (natural, recycled, metal/wood)
- **Choose your surfacing strategy early**
- Compare surfacing options for **safety, accessibility, maintenance, and long-term value**
- If considering loose-fill (mulch/engineered wood fiber), confirm:
 - ongoing top-off schedule + labor plan
 - displacement/containment strategy
 - accessibility performance over time
- If selecting **poured-in-place rubber surfacing**, confirm:
 - color + design patterns to match the project theme
 - ADA-friendly transitions and layout
 - durability expectations + warranty requirements
 - drainage and subbase readiness

7) SCOPE + PHASING



- Define what is included in this phase and what is excluded
- Identify long-lead items (custom equipment, shade, surfacing)
- Confirm responsibilities (GC, owner, specialty installers)
- Set change-control to prevent scope creep

8) TIMELINE + MILESTONES



- Set target completion date (school year, event, opening)
- Confirm realistic lead times (design, approvals, procurement)
- Align key milestones from kickoff to closeout
- Confirm site readiness requirements before install

9) PROCUREMENT + COORDINATION



- Confirm purchasing rules (grants, bids, cooperative contracts, local requirements)
- Align submittal and approval process for materials
- Confirm warranty expectations and documentation needs
- Assign coordination roles across trades and stakeholders

10) FINAL KICKOFF CONFIRMATION



- Confirm goals, scope, budget, timeline, and decision owners
- List top risks and mitigation plan
- Document next action, due date, and responsible person
- Schedule the next checkpoint meeting

Need help aligning your vision, budget, and timeline?

Start a conversation at www.innovistagroup.com/contact-us

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