



Project Kickoff Checklist

A Complete Guide to Prepare for a Successful Project
Onboarding



Client Onboarding Manual • Edition 2026

<https://voxorasolutions.in>



Welcome to Voxora Solutions

Congratulations on starting your project with Voxora Solutions. Proper preparation helps us begin development quickly, avoid communication delays, and deliver the best possible results.

This document outlines everything you should prepare before our official kickoff meeting. Every section in this guide spans a dedicated 2-page operational checklist.

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 Section 1 – Business Information

Please complete your corporate contact information to ensure seamless invoicing, legal contracts, and primary developer communication.

Company Name:

Current Website URL:

Primary Industry Vertical:

Key Contact Person:

Email Address:

Direct Phone Number:

Physical Office Address:

 Section 2 – Project Goals Overview

Select the main business outcomes you expect from this engineering project.



☒ **Project Objectives Selection**

Mark all primary business goals that apply to your current software scope:

- ☐ **Generate More Business Leads:** Build high-converting landing pages & lead capture forms.
- ☐ **Sell Products & Accept Payments Online:** E-commerce web store with payment gateway sync.
- ☐ **Automate Internal Business Processes:** Eliminate repetitive spreadsheet data entry.
- ☐ **Improve Customer Support Response:** Deploy 24/7 AI conversational chatbots.
- ☐ **Replace Outdated Legacy Systems:** Modernize old desktop databases into cloud web apps.
- ☐ **Build an Internal Management System:** Custom ERP/CRM for staff and operations.
- ☐ **Launch a Commercial SaaS Platform:** Multi-tenant subscription web application.



Section 3 – Target Audience

Select all user roles that will log into or navigate through the system. This directly impacts UI/UX layout and permission tables.

Section 4 – Branding Assets

High-resolution brand assets allow our UI/UX team to craft mockups that match your visual brand identity seamlessly.



Target User Role Checklist

☐ Customers / End Users	☐ Employees & Field Staff
☐ Department Managers	☐ System Administrators
☐ Vendors & Suppliers	☐ Students / Patients



Branding Asset Checklist

☐ High-Resolution Logo (logo.png / Vector SVG / Transparent PNG)
☐ Brand Identity Style Guide & Typography Preferences
☐ Primary & Secondary Corporate Brand Colors (HEX / RGB Codes)
☐ Product, Office, or High-Resolution Photography
☐ Corporate Promotional Videos or Demo Media
☐ Marketing Brochures & PDF Documents

Missing Brand Assets?

If you don't have complete brand assets or logos, Voxora Solutions' UI designers can assist in creating vector assets prior to coding.



 Section 5 – Software Content Preparation

Preparing text descriptions early accelerates frontend layout construction and prevents design delays.

 Section 6 – Required Features Overview

Select the core functional modules required for your application across Web, Custom Software, and AI capabilities.



 Section 5 – Website & Legal Content

☐ About Us Copy	☐ Services List	☐ Product Catalog
☐ Pricing Tables	☐ FAQ List	☐ Contact Details
☐ Privacy Policy	☐ Terms of Service	☐ Refund Policy

 Section 6 – Feature Checklist

 Website ☐ Contact Form ☐ Blog & CMS ☐ Gallery ☐ Portfolio ☐ Live Chat Widget	 Software ☐ Dashboard ☐ User Auth ☐ Reports Generator ☐ File Uploads ☐ Role-Based Access	 Artificial Intelligence ☐ AI Support Chatbot ☐ Autonomous AI Agent ☐ OCR Document Scanner ☐ Text Parsing Engine ☐ Workflow Automation
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Section 7 – Third-Party Integrations

Select all external software APIs and platforms that must connect with your project:

☐ Payment Gateways (Stripe, Razorpay, PayPal)	☐ WhatsApp Business API
☐ Google Maps & Geolocation API	☐ Google Analytics & Tag Manager
☐ Email Platforms (SendGrid, Mailchimp)	☐ SMS Messaging Gateways (Twilio)
☐ CRM Systems (HubSpot, Salesforce)	☐ Accounting Software (QuickBooks, Zoho)

Section 8 – Domain & Hosting Environment

☐ Domain Name Already Purchased
☐ Cloud Hosting Infrastructure Available
☐ Need Assistance Purchasing Domain Name
☐ Need Cloud Hosting Configuration (AWS / Azure / VPS)
☐ SSL Certificate Installation Required



 Section 9 – Credentials Security Protocol

 Important Security Note

Never send plain-text passwords or administrative keys via unencrypted email. Use encrypted vault links (Bitwarden, PasswordPusher, or 1Password) when sharing account access.

☐ Domain Registrar Control Panel

☐ Cloud Hosting Console (AWS/Azure)

☐ Google Workspace Admin Console

☐ Git Repository Access (GitHub)

 Section 10 & 11 – Timeline & Communication

 Project Priority

☐ Standard Delivery Schedule

☐ High Priority Launch

☐ Fixed Hard Deadline Date

 Preferred Channels

☐ Email Updates

☐ WhatsApp Group

☐ Google Meet Meetings

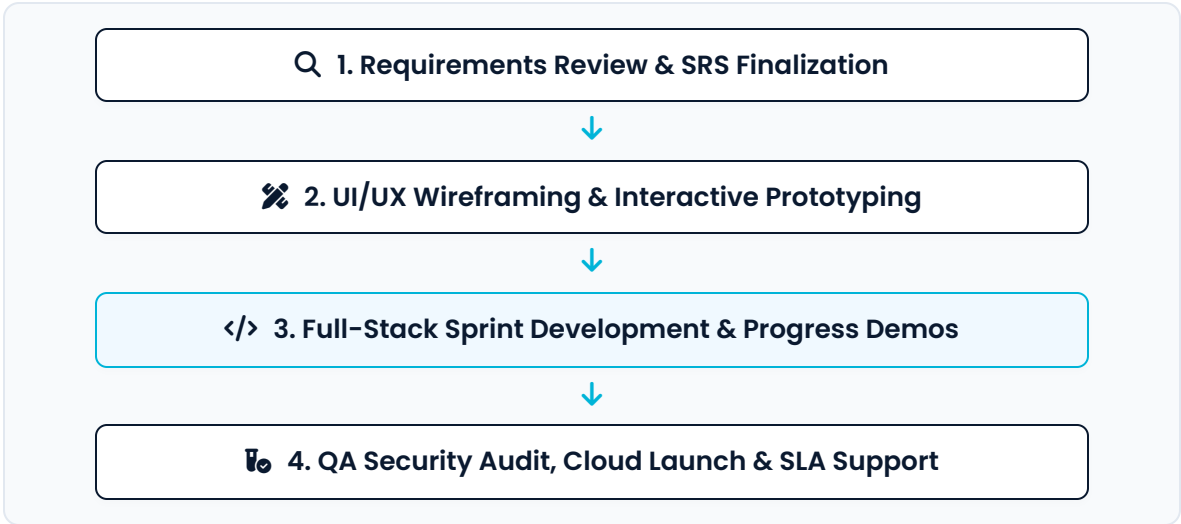


 Pre-Flight Sign-Off Checklist

Confirm that all onboarding steps are complete before engineering sprint execution begins:

- ☐ Project requirements & scope document finalized
- ☐ Initial brand assets and content copy uploaded
- ☐ Project commercial budget approved
- ☐ Target launch milestone timeline agreed upon
- ☐ Encrypted credentials shared securely
- ☐ Official Kickoff Meeting completed

 What Happens Next?





Let's Begin Your Project

Voxora Solutions is committed to structured communication, secure engineering, quality assurance, and on-time project delivery.

Contact Us

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