Project Kickoff Icebreakers and Conversation Cards

Host rules / Keep this page

2-8 adults / One card or a short shared round / 24 original prompts

Use 24 project kickoff prompts to open a small adult meeting. Start lightly, explore how a sample plan could be clearer, or imagine a fictional project. Use general examples; these cards do not replace project decisions or ask for confidential work.

1. Explain that the opening is optional and separate from the project agenda. Choose one card and use a fictional example if that keeps the discussion simpler.

2. Invite brief voluntary replies. Do not assess skills, ask people to defend their work preferences, or open private project files.

3. Close the activity explicitly. If an actual project suggestion arises, ask separately whether it belongs in the official agenda or notes.

Always room for a pass

Answer, invent an example, listen, think quietly, or pass without explaining. Keep participation voluntary; do not score, record, or evaluate replies.

Use general or invented examples. Keep private information out of the activity. No account, shared online room, or response upload is part of this page.

Printing & privacy

Use Letter paper. Print single-sided at 100% / Actual size, one PDF page per sheet. Test a page first. Cut only card sheets; keep notes and worksheets whole. Do not collect answers.

Original AI-assisted draft questions. Human English review, group playtesting, physical print quality, and duplex alignment are not yet verified. Planned durations are not measured outcomes.

Print check: measure these bars after printing at 100% / Actual size.

1 inch 25 mm

Project Kickoff Icebreakers and Conversation Cards

Facilitator notes / Keep this page

A small host plan.

A shared invitation

One card, optional replies

1. Explain that the opening is optional and separate from the project agenda. Choose one card and use a fictional example if that keeps the discussion simpler.

2. Invite brief voluntary replies. Do not assess skills, ask people to defend their work preferences, or open private project files.

A practical opening

Adapt or stop at the agreed point

1. Choose one Make the plan clearer card and discuss an invented example. Move to actual project decisions only after closing the activity.

2. Close the activity explicitly. If an actual project suggestion arises, ask separately whether it belongs in the official agenda or notes.

Host checklist

- Explain how the activity ends before it starts.
- Keep listening, passing, and quiet thinking available.
- Do not collect, rank, photograph, or publish answers.

Project Kickoff Icebreakers and Conversation Cards

Card sheet / Cut along the thin outlines

F28-001 / REV 1

Before we begin

What makes the start of a project feel clearly different from an ordinary update?

Answer, listen, or pass. No explanation needed.

F28-002 / REV 1

Before we begin

What would you want a fictional project's one-sentence introduction to explain?

Answer, listen, or pass. No explanation needed.

F28-003 / REV 1

Before we begin

What is a useful question to ask before agreeing on what a project is trying to make?

Answer, listen, or pass. No explanation needed.

F28-004 / REV 1

Before we begin

What could a kickoff invitation say so people know what preparation is optional?

Answer, listen, or pass. No explanation needed.

F28-005 / REV 1

Before we begin

What everyday object would make a good prop for explaining the difference between an idea and a plan?

Answer, listen, or pass. No explanation needed.

F28-006 / REV 1

Before we begin

What would you put in a box labeled 'Questions for later' at a kickoff?

Answer, listen, or pass. No explanation needed.

F28-007 / REV 1

Before we begin

What could make a first project conversation easier for someone joining by audio only?

Answer, listen, or pass. No explanation needed.

F28-008 / REV 1

Before we begin

What would be a clear closing sentence before the kickoff moves to its real agenda?

Answer, listen, or pass. No explanation needed.

Project Kickoff Icebreakers and Conversation Cards

Card sheet / Cut along the thin outlines

F28-009 / REV 1

Make the plan clearer

How could a sample plan show which parts are still assumptions?

Answer, listen, or pass. No explanation needed.

F28-010 / REV 1

Make the plan clearer

What should a fictional project brief explain about the people who will use the result?

Answer, listen, or pass. No explanation needed.

F28-011 / REV 1

Make the plan clearer

What could a group ask when the word 'simple' means different things to different people?

Answer, listen, or pass. No explanation needed.

F28-012 / REV 1

Make the plan clearer

What would distinguish a useful example from a final specification in a made-up plan?

Answer, listen, or pass. No explanation needed.

F28-013 / REV 1

Make the plan clearer

What could a project map show besides a list of tasks?

Answer, listen, or pass. No explanation needed.

F28-014 / REV 1

Make the plan clearer

How could a team make a change of direction visible without erasing the earlier idea?

Answer, listen, or pass. No explanation needed.

F28-015 / REV 1

Make the plan clearer

What would you include in a sample handover note for a project made entirely from paper?

Answer, listen, or pass. No explanation needed.

F28-016 / REV 1

Make the plan clearer

What question could reveal that two people are imagining different finished objects?

Answer, listen, or pass. No explanation needed.

Project Kickoff Icebreakers and Conversation Cards

Card sheet / Cut along the thin outlines

F28-017 / REV 1

A fictional project

What would be the first decision when designing a pocket-sized public garden?

Answer, listen, or pass. No explanation needed.

F28-018 / REV 1

A fictional project

What would count as finished for a project building a map of imaginary doorways?

Answer, listen, or pass. No explanation needed.

F28-019 / REV 1

A fictional project

What would you leave out of a clock designed for a town that prefers approximate times?

Answer, listen, or pass. No explanation needed.

F28-020 / REV 1

A fictional project

What would you prototype first for a library that lends shadows?

Answer, listen, or pass. No explanation needed.

F28-021 / REV 1

A fictional project

What would a project brief for a foldaway picnic island need to explain?

Answer, listen, or pass. No explanation needed.

F28-022 / REV 1

A fictional project

What would be a useful test for a signpost that points toward interesting questions?

Answer, listen, or pass. No explanation needed.

F28-023 / REV 1

A fictional project

What could go in the first sketch of a museum display about invisible inventions?

Answer, listen, or pass. No explanation needed.

F28-024 / REV 1

A fictional project

What would the handover instructions say for a machine that sorts daydreams by shape?

Answer, listen, or pass. No explanation needed.