

The background features a dark blue field with several large, semi-transparent gears in shades of blue and purple. On the left side, there is a vertical strip with a colorful, abstract pattern of gears in orange, yellow, and brown. The entire content is framed by a light blue border.

PRESENTATION & ACTIVITIES

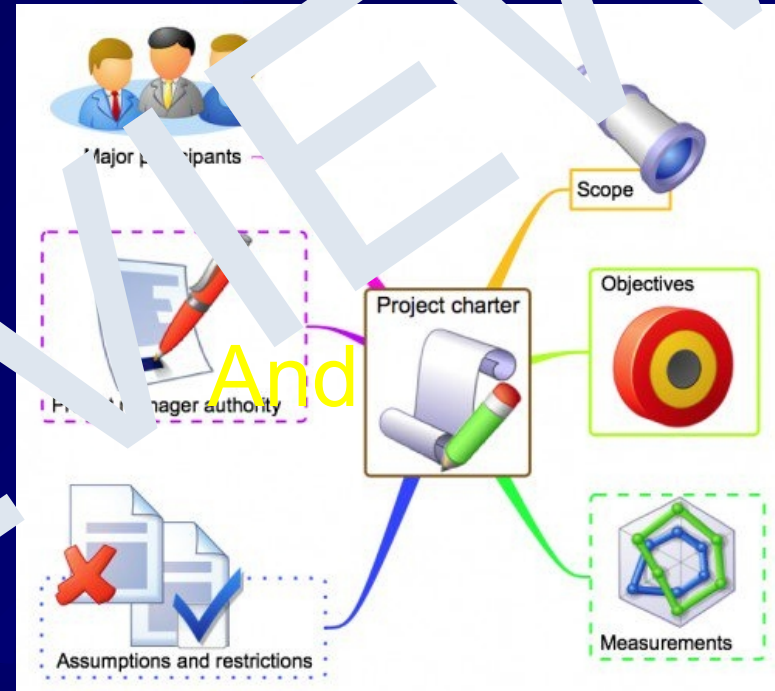
Learn to Create A  
**PROJECT  
CHARTER**  
FOR THE SUCCESS OF ALL  
SCHOOL & WORK  
TIME LINE TASKS!

PATTY ANN

# WELCOME to PROJECT CHARTERS

What is the  
Purpose of a  
Project Charter?

And, How  
is IT Used?



This Presentation Will Answer  
These Questions and Many More!

# WHY DO WE NEED A PROJECT CHARTER?

- ★ Project Charters give specific instructions and details for all the steps involved towards completing a successful project.



# ORGANIZATION IS KEY TO A PROJECT CHARTER

- ★ Project Charters are created by project managers. Charters are the hub, and provide important information for all the activities and functions of a project.
- ★ Project Charters need to be well organized and easy to understand for all team members.



# PROJECT CHARTERS Help Organize Personnel

There are many facets to projects. Here are the most common areas that need attending!

- ☀ Project Charters help to organize the project team and decide which team member is accountable for which job task.



# PROJECT CHARTERS Help Allocate Resources

Projects need resources to be successful.  
Here is a short list.

- ★ The primary resource is MONEY. Money is needed to buy materials, labor, and any required outsourced items to complete the project.



# PROJECT CHARTERS

## Resource #3

- ★ Resources include PEOPLE. Quality projects need skilled personnel to ensure success.



Highly skilled professionals in any vocation are an invaluable asset to project teams.



A PROJECT CHARTER MAY  
INCLUDE SOME, ALL, OR PARTS  
OF THE FOLLOWING INFORMATION  
& POSSIBLY MORE:

- ★ Team Members (who is working on what)
- ★ Objectives (project's intended goals & outcomes)
- ★ Budget (how much \$ is available & how it's spent)
- ★ Scope (boundaries/limits of project)
- ★ Risks (financial & other considerations)
- ★ Deliverables (due dates)



# Your Project Charter May Look Like This:

Due Date	Type of Deliverable	Customer Approval	Teammate Responsible	Adjustments & Comments
Oct 15	Project starts	Meet with customer to see their requirements	Jane Rick Tom	Initial meeting will see the client for the project charter
Nov 1	Project Charter Complete	None Needed	Jane Rick Tom	Customer already discussed date requirements
Nov 10	Storyboards Due	NA	Rick	Rick will meet with customer
Nov 11	Storyboards Approved	Customer approved with one addition	Rick	Customer wants more pictures on page 2 under the headline
Nov 20	Content and Images put into Web program and final setup	None at this time	Jane Rick Tom	<b>DO NOT LEAVE A SPACE BLANK – PUT “NONE or NA</b>
Nov 25	Content edited	None	Jane	NA
Nov 30	Web design, 1st check point with customer	Customer approved basic design	Rick Tom	Customer wants to change some of the content.
Dec 5	Recheck and finalize Web site	Customer approval required for complete check off	Jane Rick Tom	Customer signed off on Website
Dec 6	Post Website to the WWW	NA	Rick	Project Done

# ACTIVITY – Basic/One Person

- ★ Create a Project Charter for a School Project.
- ★ Choose a project that is reasonable. (Example: Investigate a Subject for an Oral Report.)
- ★ First, figure out what resources you might need beyond your own tasks.
- ★ Determine a timeline for 14 days to completion. Such as what tasks need to be done: Research Write, Organize, Final Report Presentation.
- ★ Write a simple project timeline, scheduling due dates, tasks, to final completion.
- ★ Create your Charter after you know the tasks and deliverable dates. Keep the format flexible.

# Thank You!

*For Previewing*

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