

# Project Charter

## CTSO Fundraiser Example

Version #	Approved By	Approval Date	Comments

### Key Terms

**Project:** 1) "...a temporary endeavor undertaken to produce a unique product, service or result." – Project Management Institute; 2) "...a problem scheduled for solution." – J.M. Juran

**Project Charter:** Initiating document that defines the problem or opportunity including stakeholders, timeline, clear scope, desired outcome(s), required resources, anticipated risks, deliverables, milestones, approval authority and acceptance criteria.

**Stakeholders:** Anyone with a stake in the project, including customers, owners, project sponsors, project manager, project team and project-related communities.

**Scope:** Parameters of the project that establishes success by balancing the project results desired with resources and time.

**SMART Goals:** S-specific; M-measurable; A-attainable; R-realistic; T-timebound

**Deliverables:** Products, services, results and required reports.

**Milestones:** Points in the project timeline of significant events.

**Work Breakdown Structure (WBS):** A graphic presentation of the project with major tasks broken down into simpler tasks to which more accurate estimates of time, costs and other resources can be applied. This serves at the basis for a schedule and a budget.

**Gantt Charts:** Bar charts of tasks to be performed over the project timeline, generally showing relationships between the tasks.

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### PROJECT STATEMENT

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**The problem or opportunity that is scheduled for resolution.**

The Valley High School FBLA chapter will raise \$3000 between now (October 1) and the end of May to subsidize our purchase of tablet readers for our mentored middle school students for our use with them in June and over the summer. We will raise the money by soliciting donations from businesses and agencies for our FBLA project management services applied to their various projects. Our reading mentoring will be to support identified students who are reading below grade level in middle school to prepare them for success in high school. Our PM services will apply our PM learning in a practical way with real projects in our community.

### CONCISE PROJECT OVERVIEW

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**A short narrative on the duration, budget, approvals needed, key stakeholders, assumptions, constraints and major risks.**

Proposed projects that we solicit must be reviewed and approved by our advisor and school administration in compliance with school district field trip/community service project approval process(es). A suggested donation range rubric will be developed and approved by December 15. Key stakeholders include: advisor, school admin, district admin, district financial/risk management office, solicited businesses/agencies, PMforCTE teams, parents (especially for transportation needs) and PM teachers and PM mentors. Middle school students to be mentored by us with reading support including the use of tablets will be identified by middle school admin and teachers. We will purchase tablets by June 1 and learn to use them in reading mentoring during June for our work over the summer.

### SCOPE STATEMENT

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**SMART goals or objectives would include deliverables. Clarify as necessary what the scope includes and does not include.**

1. We will solicit 1-4 projects from local businesses/agencies by November 15 that will generate \$3000 minimum donation for our purchase of tablet readers by June 1.
2. We will draft proposed service agreements with identified businesses/agencies by December 15 to clearly identify our PM services to be performed during this school year, with a maximum of 400 chapter student-hours of services.
3. We will solicit bids for tablet purchases by February 28, including training by vendors.
4. We will have middle schools identify students to be mentored by March 1 and pair with identified mentors by April 1 in order to begin relationship building during April and May.
5. We will discuss with teachers how we can incorporate our practicum learning into class assignments over the school year.

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### STAKEHOLDERS

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**List all stakeholders, their roles, communication needs and satisfaction requirements.**

Chapter advisor(s): will outline for us the extent of their role/time commitment and how they will judge the project a success. Advice on project communications through newsletter/social media for various stakeholders will be appreciated.

School/district admin: will sign-off on Charter by October 15 and identify what they require from us and when those are needed. They will submit their list of indicators of project success.

Parents: Approve our extra-curricular time commitments and transportation needs.

Businesses/Agencies: Roles, communication needs and success indicators will be understood in PM service agreements.

Middle School Students: Our understanding of how we can help is key to this being a successful project.

Middle School Teachers and Admin: Identify students in need and establish measurable success parameters through reading tests and student satisfaction. They will train us in mentoring support techniques, continuous reading improvement methodologies and project success follow-up data and sustainability support.

### TIMELINE

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**Draw a timeline, including milestones to serve as the basis for a work breakdown structure (WBS) and appropriate Gantt or PERT charts.**

See Chapter wall calendar for identified dates and progressive elaborations and attached calendar for current identified dates. Progressive elaborations are available on Chapter website or from Chapter Secretary or Project Management Officer.

### BUDGET ESTIMATE(S)

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**List all costs known and estimated and other resource needs that can be identified.**

400 chapter student-hours.

Pizza/pop for work parties in classroom: \$60 (may be provided by parents)

Laptop/classroom computer use.

MindView software. (Sponsored by Business Program Advisory Committee?)

Final printed reports for businesses/agencies \$40 (donated by Kinko's ?)

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### **RISKS AND CONTINGENCY PLANS**

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**List known and potential risks by estimated probability, with mitigation plans.**

Additional volunteer insurance for participating businesses/agencies through L&I costs \$ .50 per hour paid for by business/agency?

More student-hours needed for practicum projects than planned on...plan on 25% more to ensure quality service delivery.

Fewer practicum projects than needed. Low probability. We should know by January 1, and can contact local service clubs for additional help if necessary.

Lower donations from businesses/agencies than needed for tablet purchases. Will know during winter dates. Not likely, but we can turn to service clubs if needed, with student presentations on project status.

District risk management people can help us on this.