

## Project Charter/Definition Document (Simplified) Example

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### About the Project

Project name 

United Way of [REDACTED]
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 Date 

12 Oct 20[REDACTED]
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### Objectives

#### *Business objectives*

Primary

*Employee: Loyalty and pride, sense of belonging which leads to retention and better recruitment to avoid cost of rehiring*

Secondary

*Build good will and establish third-party relationships which can serve as a crisis shield should their be crises about business or brand to improve revenue*

#### *Project Objectives*

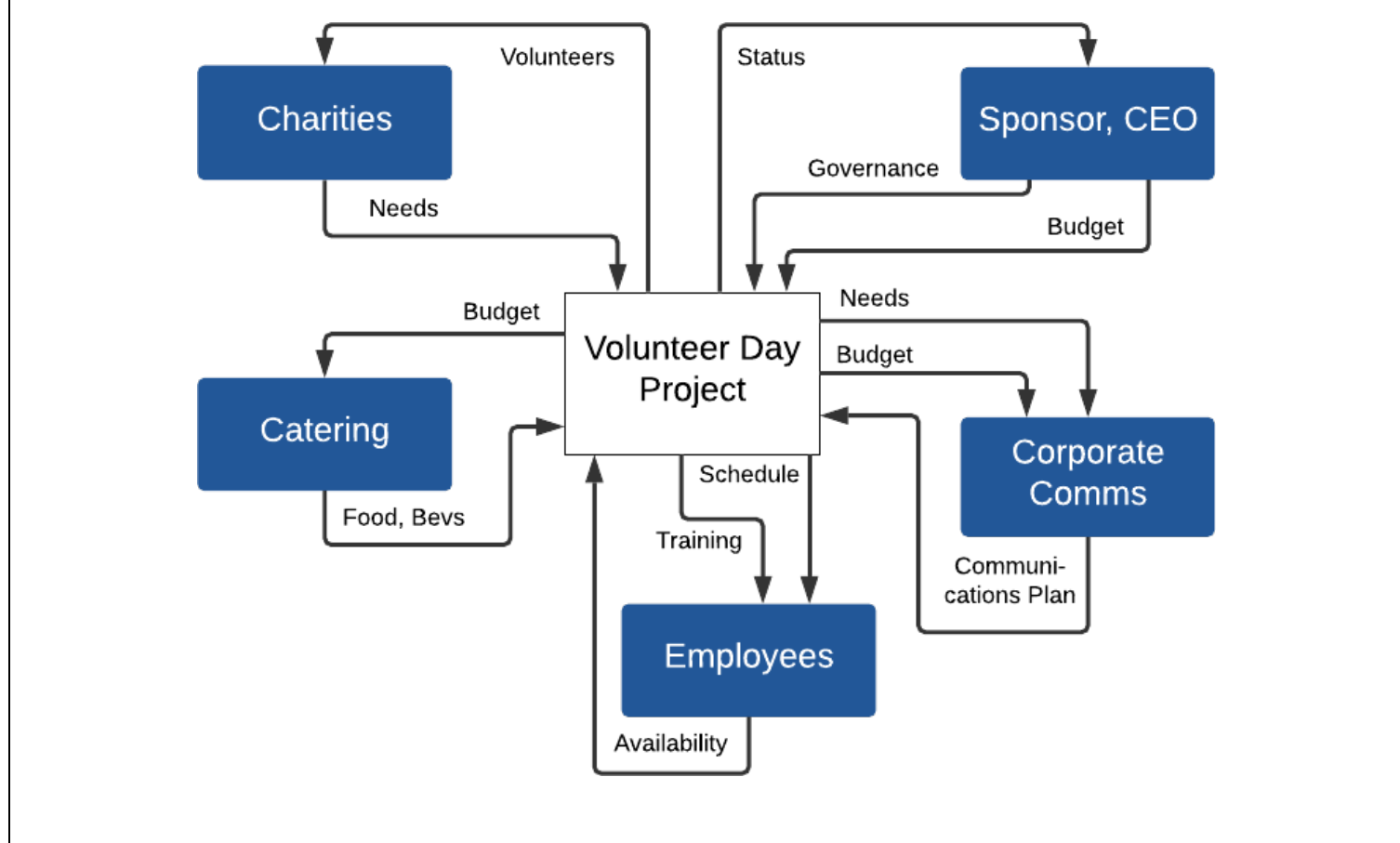
- *30% to 50% of all employee involved*
- *Projects to have minimum duration of two hours and maximum duration of five hours (9:00a to 2:00p)*
- *Include at least on onsite assembly project for employees who cannot leave worksite.*

## Scope

Scope notes

*Once CEO provides budget info, project team to provide requirements to Catering and Corporate Comms teams right away. Launch date of 18 Nov is fixed. Finding enough EE volunteers will be critical.*

Scope diagram



## Risks and Constraints

### Quick Risk Assessment

Size (1-10)	3	How large is this project? 10 = largest
Structure (1-10)	6	How much do we know re requirements? 10 = no reqs
Technology (1-10)	3	How new, complex is the technology to be used? 10 = newest
Average	4	[If > 5, mitigate the risk.]

### Constraints

Constraint	Can't move	Moves a little	Negotiate
Time	<i>Published day, cannot be moved.</i>		
Cost		<i>Not an unlimited budget.</i>	
Quality/scope			<i>Could do a smaller event.</i>

## Risks

Risk factor	Likelihood (L, M, H)	Impact (L, M, H)	Prevent by	React by
<i>There are not enough volunteers.</i>	<i>M</i>	<i>H</i>	<i>Increase communication ahead of time</i>	<i>Ask volunteers to ask friends</i>
<i>Type of charity work is not realistic for our volunteers</i>	<i>M</i>	<i>H</i>	<i>Visit charity early to clarify scope of work.</i>	<i>Negotiate scope of work.</i>

## Communications Strategy (Status Reporting, Messaging)

Stakeholder	Goal	Frequency	Medium	Comment
<i>Project Sponsor</i>	<i>Keep informed of project progress, obstacles, early warnings</i>	<i>Weekly</i>	<i>Weekly Summary doc (PDF), email</i>	<i>S. Jones may not respond, but wants these weekly.</i>

### Governance Strategy (Change Requests, Approvals)

Type of change (requirements, budget, scope, etc.)	Final decision maker(s)	Consulted	Comment
<i>Changes impacting overall scope of project</i>	<i>O. Cribblecoblis</i>		

*Adapted from project charter of Russell Martin & Associates*

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