

Project Charter

Friends and Family Party

Jane Doe, Project Manager

Project Charter: Friends and Family Party

Project Name: Friends and Family Party

Purpose

The purpose of this project is to plan, implement and evaluate a Friends and Family outdoor summer party for 200 friends, business colleagues, and neighbors to thank for them for their support, business and friendship over the years as well as generate new sales opportunities.

Objectives

- Ensure guests feel valued and enjoy the food and entertainment resulting in all guests remaining at the party for 2 hours or more.
- Guests make at least 25 positive comments to the hosts about the party and their time spent at the party.
- Enhanced relationships generate a minimum of 5 prospective sales orders.

High Level Requirements

- Party space must be able to accommodate 200 guests with tables & chairs for eating
- Party space to be protected from rain and wind so the party space remains dry and no party supplies or guest items blow away
- Entertainment is provided so that party guests are not sitting alone or sitting doing nothing for more than 10 minutes
- Minimum of 25 guests provide the Party Sponsor with an unsolicited positive comment regarding their party experience
- All project deliverables meet requirements without defects or rework
- Party Sponsor spends no time preparing for or cleaning up after the party
- Party Sponsor spends entire Party Event communicating with invited guests

Schedule Milestones

Milestones	Finish Date
Project Plan	1-Apr-2016
Guest List	15-Apr-2016
Supplier Contracts	15-May-2016
Guests invited	1-Jul-2016
Guests confirmed	20-Jul-2016
Party Day	7-Aug-2016
Party Cleanup	8-Aug-2016
Prospective Sales Appointments	15-Aug-2016
Project Evaluation and Closing	15-Aug-2016

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Resources

Budget:

- Budget provided for the project is not to exceed \$10,000
- Budget must include:
 - Tent, tables & chairs
 - Food Services
 - Guest Entertainment
 - Cleanup Services
- Assumption: no liability insurance is required
- Assumption: no travel costs are expected

Personnel:

- Project Manager experienced in Party Planning and Delivery
- Party Sponsor to make key party decisions
- Party Guests

Procurement:

- Suppliers for party food, services, equipment and supplies

Project Risks

Category	Description
Schedule	<ul style="list-style-type: none">• The ability to achieve the desired Milestone dates are dependent on the guest list being complete, accurate, and available on time otherwise the party objectives may not be achieved.
Budget	<ul style="list-style-type: none">• The budget estimates provided are estimates at this time. Material costs could be higher than planned causing a budget overrun.
Profitability	<ul style="list-style-type: none">• If there is insufficient interest from the guests in any prospective business ventures, the project may not achieve 5 prospective sales orders.
Technical	<ul style="list-style-type: none">• If party equipment or supplies fail to operate as expected or operate with defects, the project objective for party guests to remain for at least 2 hours will be in jeopardy.
Organizational	<ul style="list-style-type: none">• Lack of involvement in decision making by the Party Sponsor could cause incorrect party supplies to be procured.
External	<ul style="list-style-type: none">• Suppliers don't provide supplies, equipment or materials in time causing delay in schedule and disapproval from guests.

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Project Stakeholders and Sponsors

Name	Role	Responsibilities
Sally Swift	Party Sponsor	<ul style="list-style-type: none">• Provide support for the Project Manager• Resolve key issues on the project• Enable success of the project deliverables
Jane PM Doe	Project Manager	<ul style="list-style-type: none">• Responsible to manage all elements of the project including the project plan, schedule, budget and scope• Must ensure all project objectives are met
Supplier ABC	Supplier	<ul style="list-style-type: none">• Provide contracted party supplies, equipment and materials
Customers	Guests	<ul style="list-style-type: none">• Provide feedback and evaluation of the Party• Confirm prospective sales meetings

Party Sponsor & Client Approval

Party Sponsor: Sally Swift

Project Manager: Jane Doe

Version Control

Document Version #	Approval Date	Modified By	Section, Page(s)and Text Revised
1.0	March 15, 2016	J. Doe	Original Charter Approved by Sponsor