



*Defining  
the Purpose  
of a*

# PROJECT CHARTER

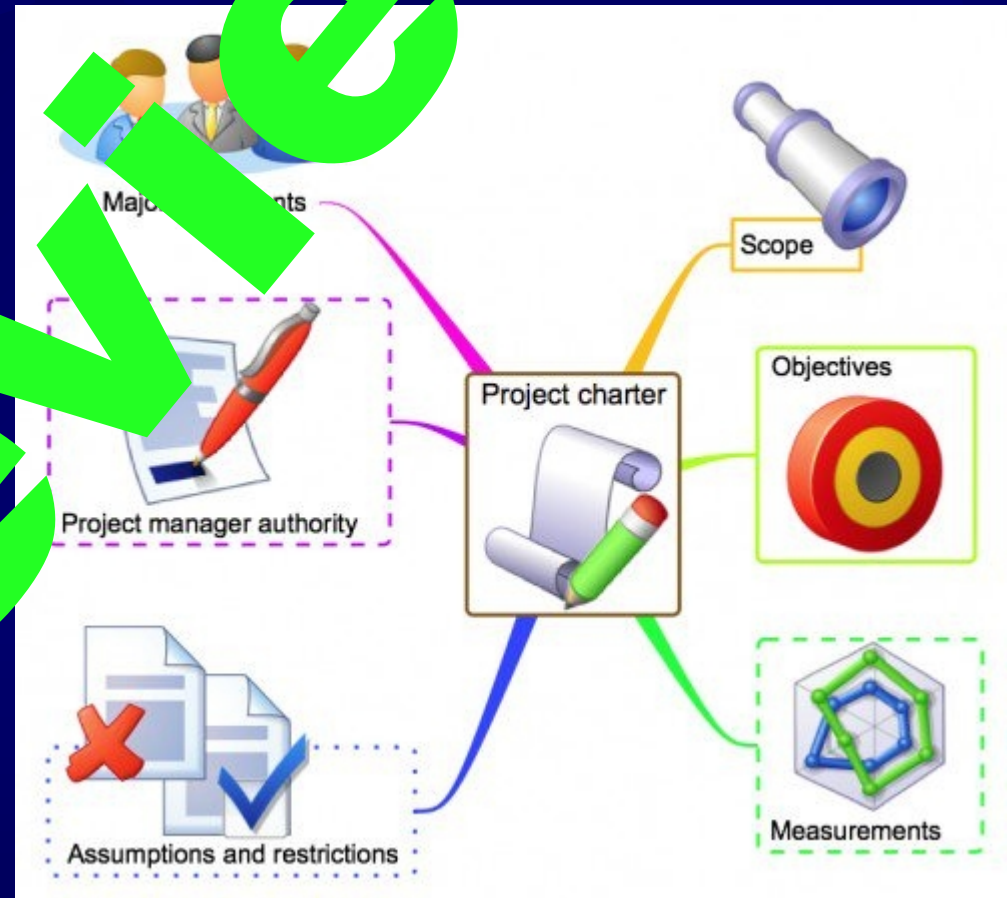
*in the Work Place*

P A T T Y A N N

# WELCOME to PROJECT CHARTERS

What is the  
Purpose of a  
Project Charter?

And How is  
Project Charter  
Used?



# PROJECT CHARTER

## 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 CHARTER

## 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 CHARTER

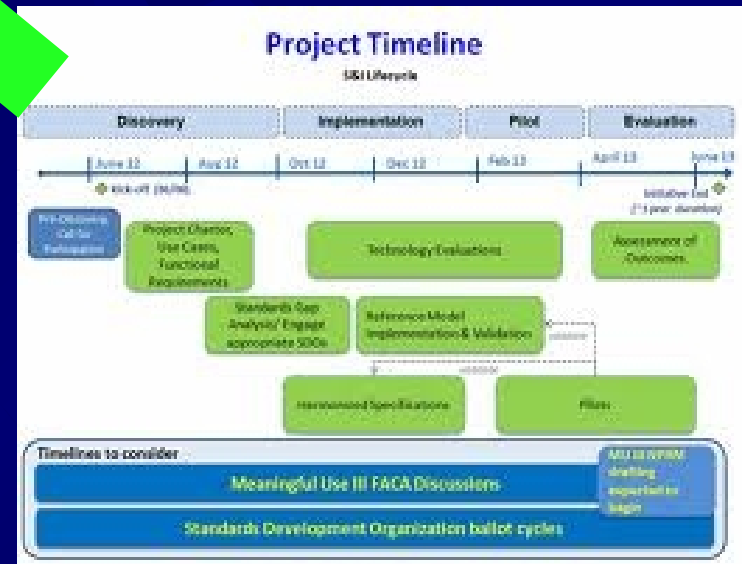
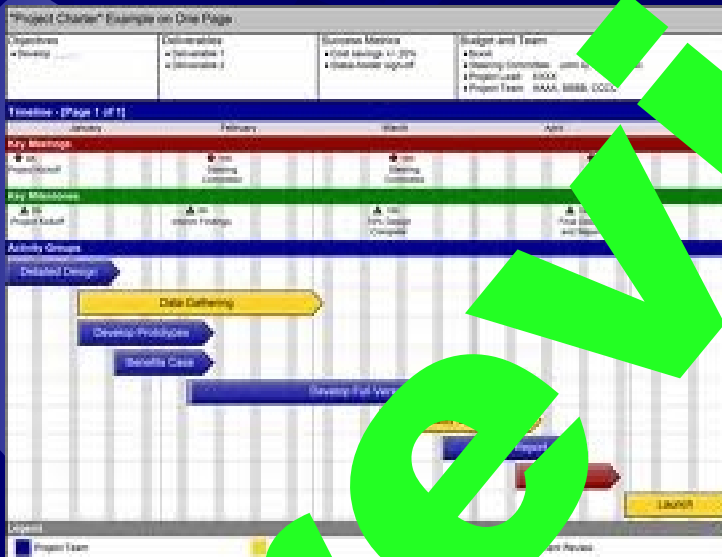
## Resource #3

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



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

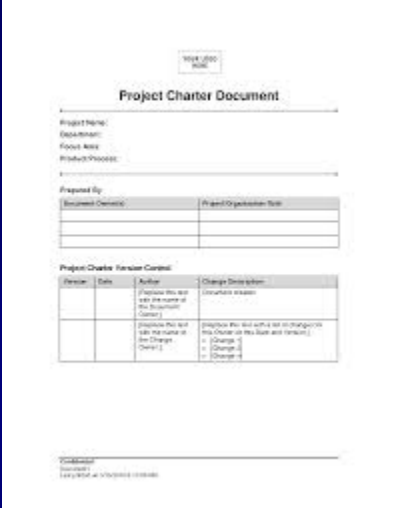
# PROJECT CHARTER EXAMPLES OF FORMATS



Project Charters can have simple or involved formats which depends upon the complexity of the project.

# PROJECT CHARTERS USE TEMPLATES

- Project Charters often use templates to associate with each job duty. Cover sheets are attached with specific information such as the project name, due date, responsible department, task assignments, and other vital information.



Project Charter Document

Project Name: \_\_\_\_\_  
Sponsor: \_\_\_\_\_  
Focus Area: \_\_\_\_\_  
Product/Process: \_\_\_\_\_

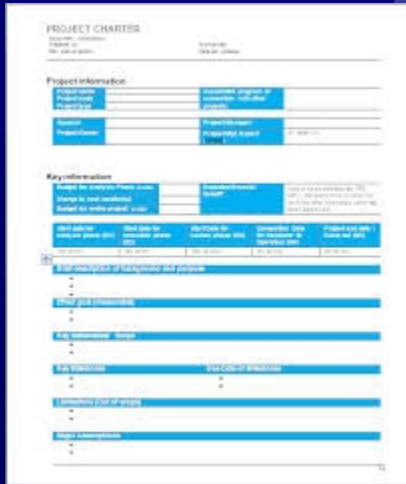
Prepared By: \_\_\_\_\_

Approved Director:	Project Organization Name:

Project Charter Revision Control

Version	Date	Author	Change Description

Comments: \_\_\_\_\_  
Copyright © 2000 by Project Charter



PROJECT CHARTER

Project Name: \_\_\_\_\_  
Sponsor: \_\_\_\_\_  
Project Manager: \_\_\_\_\_

Project Information

Project Name	Project Manager	Project Sponsor	Project Start Date	Project End Date

Key Information

Project Description	Project Objectives	Project Risks

Project Charter Approval

Project Manager	Sponsor	Approval Date

# Your Project Charter May Look Like This:

Due Date	Type of Deliverable	Customer Approval	Team Members Responsible	Comments & Adjustments
Oct 15	Project starts	Meet with customer to see their requirements	Jane Rick	Initial meeting will set the dates for the project charter
Nov 1	Project Charter Complete	None Needed	Jane Rick	Customer already discussed date requirements
Nov 10	Storyboards Due	NA	Rick	Rick will meet with customer
Nov 11	Storyboards Approved	Customer Approval with the ad agency	Rick	Customer wants more pictures on page 2 under the headline
Nov 20	Content and Images put into Web program and framed up	None at this time	Jane Rick Tom	<b>DO NOT LEAVE A SPACE BLANK – PUT “NONE or NA</b>
Nov 25	Content edited	NA	Jane	NA
Nov 30	Web program, 1st check with customer	Customer approved basic design	Rick Tom	Customer wants to change some of the content.
Dec 5	Check 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



# REMEMBER . . .

- ☀ A Project Charter is your road map to a successful end product.
- ☀ Organization of time and resources is key!
- ☀ Don't forget any due dates.
- ☀ Double check details.
- ☀ Have fun!



**Thank You!**  
*For Previewing the  
Project Charters Power Point.*

