**Project Charter**

 **Stirling Family Reunion**

Template Version: 1.0

*This Charter further defines that which is set forth in the Project Concept*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **IO Code:** | (This is an accounting code |
|  |  | used at the County in SAP.) |
| **Prepared By:** | Joe Stirling, Project Manager | **Email:** | jpm@gmail.com |
| **Dept:** | Events | **Phone:** | 123-456-7890 |

**Steering Committee** *(Person(s) who provide direction to the Project Manager regarding project plans, issues, risks, and changes.**Often the steering committee includes the Sponsor(s), Customer(s), and Resource Manager(s).)*

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Jane Stirling – Senior Family Member, 805-123-4567

**Project Manager** *(Person who is responsible to deliver the results of the project on-time and within budget. The project manager is**accountable to the Sponsor(s) and is guided by the project steering committee.)*

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Joe Stirling, Project Manager, 123-456-7890

**Staff** *(Persons who participate in project details.)*

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**Advocate(s)** *(Person(s) responsible to assist the project manager in establishing and maintaining a mutual understanding amongst the**sponsor(s), stakeholder(s), and other project participants as well as coordinate resources to/from the project.)*

Roger Stirling, Brother of Jane Stirling, 123-456-7608

**Resource Manager(s)** *(Person(s) who allocate project team resources and are responsible for the delivery of results related to**assigned work packages.)*

Not applicable

**Project Team Members** *(Persons who work on and complete project tasks.)*

|  |  |
| --- | --- |
| Tricia Jones – Cousin of Joe, 805-123-4566 |  |
| Dave Stirling – Cousin of Joe, 805-123-4564 | Brenda Fisher – Granddaughter of Jane, 650-123-4560 |
| Kathy Fisher – Daughter of Jane, 805-123-4565 | Phil Reunion – Grandson of Jane, 650-123-4561 |

**Scope (Within Scope)** *(The list of deliverables such as functionality, services, and/or results that are agreed to be within scope of**the project – significant phases or work packages of the project.)*

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* Coordinate communications
* Coordinate timing for the event
* Coordinate set-up activities required
* Coordinate equipment needs
* Coordinate entertainment
* Coordinate clean-up
* Coordinate finances
* Identify hotels and seek discount rates for reunion members
* Coordinate menu and food prep
* Conduct Risk Assessment
* Facilitate the reunion
* Identify 2016 reunion project manager
* Survey attendees for lessons learned

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**Scope (Not in Scope)** *(Deliverables, significant items of work, or functionality that may be related to the project but that will not be**included in the project because said items would negatively affect successful completion of this project.)*

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* Planning the 2016 reunion
* Paying for transportation and accommodations for attendees
* Arranging for transportation and accommodations for attendees
* Paying for alcoholic drinks over the budgeted allotment per attendee

**Completion Criteria** *(Deliverables and criteria that will determine when the project is fully complete)*

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* Food is on site and served to attendees
* The venue is vacated and cleaned according to the rental agreement and any remaining deposit is received
* Entertainment is provided Equipment is returned and any remaining deposit received
* DVD’s with photos and videos of the reunion are sent to all attendees
* Surveys from family are received and sent to the 2016 project manager

**Constraints** *(Factors or restrictions that will limit the team’s options and affect when or how the project will be accomplished)*

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* The reunion must be held during the summer vacation window to ensure maximum participation.
* The budget of $3,000 is limiting but it is probably the most that can be gathered for the event.

**Revision and Approval History**

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| --- | --- | --- | --- | --- |
|  |  |  |  | **Sponsor &** |
|  |  |  |  | **Stakeholder** |
|  |  |  |  | **Acceptance** |
| **Date** | **Version** | **Revised By** | **Description** | **Date** |
| 12/10/10 | 1.0 | SP | Initial version of sample Project Charter |  |
|  |  |  |  |  |
| 3/18/2011 | 1.1 | SS and team | Revised scope, team members, and completion criteria |  |

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