

OPMT 1187

Assignment # 1 - 30 Marks available
--

Subject: Project Charter

Group Activity:

Using one of the provided templates as a guide, create a Project Charter for your chosen scenario. For this assignment you are thinking as the Project Sponsor, NOT the Project Manager. Information will be at a high level only, not detailed.

Please amend the template to only include the following sections:

- Clearly identify the Project Customer (real person, name, title and name of organization)
- Clearly identify and the Project Sponsor (real person, name, title and name of organization)
- Project overview description
- Purpose of the Project -Importance of the project to the Sponsor
- High-level requirements – project key deliverables. Scope boundaries
- Project approval requirements – how is project success determined and by whom (who signs off if project complete)
- Project exit criteria – how to determine if project phase has been completed
- Key stakeholders list (top 3-4)
- Identify Project Manager and their key responsibilities in this project
- Project Cost (Budget) total \$ (one high level number only) – preapproved financial resources
- Summary milestone schedule – schedule key dates
- Project Risks (top 3-4)
- Signatures section at end pf charter

Paper must be typed and handed in as printed hard copy. Emailed soft copy will not be accepted.

Assignment is due the beginning of class on Week 04