

# Project Charter Stirling Family Reunion

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

	<b>IO Code:</b> (This is an accounting code used at the County in SAP.)
<b>Prepared By:</b> Joe Stirling, Project Manager	<b>Email:</b> jpm@gmail.com
<b>Dept:</b> Events	<b>Phone:</b> 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).)*

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.)*

Joe Stirling, Project Manager, 123-456-7890
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**Staff** *(Persons who participate in project details.)*

<b>Advocate(s)</b> <i>(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.)</i>	
Roger Stirling, Brother of Jane Stirling, 123-456-7608	
<b>Resource Manager(s)</b> <i>(Person(s) who allocate project team resources and are responsible for the delivery of results related to assigned work packages.)</i>	
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.)*

<ul style="list-style-type: none"> <li>Coordinate communications</li> <li>Coordinate timing for the event</li> <li>Coordinate set-up activities required</li> <li>Coordinate equipment needs</li> <li>Coordinate entertainment</li> <li>Coordinate clean-up</li> <li>Coordinate finances</li> <li>Identify hotels and seek discount rates for reunion members</li> <li>Coordinate menu and food prep</li> <li>Conduct Risk Assessment</li> <li>Facilitate the reunion</li> <li>Identify 2016 reunion project manager</li> <li>Survey attendees for lessons learned</li> </ul>
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# Project Charter

## Stirling Family Reunion

Template Version: 1.0

**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.)*

- 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)*

- 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)*

- 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

Date	Version	Revised By	Description	Sponsor & Stakeholder Acceptance 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	