

PROJECT CHARTER EXAMPLE

Project Title: Lemonade Stand Fundraiser **Project Sponsor:** Animal Rights Club

Date Prepared: 2/24/14

Project Manager: Animal Rights Club President

Project Customer: General Community, SLO Animal Shelter

Short description of the project including a business case (why is this project needed?)

This project will raise money to donate to the SLO Animal Shelter, which they need for new supplies. Additionally, having a freshly squeezed lemonade stand will be a fun group bonding activity and will provide the greater community with a refreshing beverage.

Context and background. Organization vision, previous work, possible connection to other work, user group....

We are all college students with school work and other obligations. We will be holding the lemonade stand during dead week, which may put additional stress on our team members. However, we are all very passionate about supporting the Animal Shelter, so we have the drive to successfully carry out this project. In the past, our club has set up a booth to sell cookies, so we have some experience with this type of fundraiser.

Scope of the project (what is included and what is not included):

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Included is all planning and execution involved in running the lemonade stand, and delivering the proceeds to the Animal Shelter. What is not included is working with the animal shelter to purchase supplies or on any other tasks after donating the money. The project from initiation to completion will take 3 weeks.

Stakeholders (who cares about this project?):

Our team members and faculty mentors, the Animal Shelter, and the greater SLO community

Summary Budget (approximate needs or funds available):

Lemons: \$20
Sugar: \$5
Juicer: \$15
Ice: \$5
Cups: \$7
Water: \$0
Free labor
Table: Donated
Table cloth: \$3
Fliers: \$3
Printing Supplies: \$15
Knife: \$10

Total: \$83

Initial Risks:

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- Team members may not complete tasks on time in light of dead week
- Knives cause injuries
- Poor sanitation
- Unfiltered water
- No one may be around to buy lemonade because of dead week
- Potential for bad weather
- Team member forgets to bring crucial supplies

Staffing Requirements (do you need any experts?):

- lemonade maker
- 2 juicers
- cashier

Summary Milestones	Due Date
Contact animal shelter	2-27
Assign tasks to team members	3-1
Pick location for lemonade stand	3-1
Confirm all supplies have been purchased	3-10
Execute lemonade stand	3-12
Give funds to animal shelter	3-15

Project Objectives and Metrics	Success Criteria	Person Approving
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Scope:

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The lemonade stand is focused on fundraising for a non profit.	We get the necessary equipment to run it and finish it in the expected time	Project team
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Time:

The lemonade stand will be executed during dead week	The lemonade stand revenues are made in time to give to the SLO Animal Shelter.	SLO Animal Shelter
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Cost:

Only spend as much money as is really needed so more money can go to the SLO Animal Shelter.	No excess supplies. All items bought were effectively needed and used.	Project team
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Quality:

Make quality lemonade and raise as much money as possible to give back to the Animal Shelter	Customers of the lemonade stand are satisfied, and SLO Animal Shelter gets enough money for all necessary supplies	Customers, SLO Animal Shelter
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Other:

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Communication Plan:

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Make sure everyone is in the loop when making decisions. Make sure the Animal Shelter is involved in making decisions as well.
We will discuss updates on the fundraiser at our weekly meetings. Additionally, meeting notes will be sent out to inform anyone who could not make the meeting. Officer board members will be responsible for communication with the Animal Shelter and relaying all important information to the rest of the team.

Approval method:

Within the group, all decisions will be approved as a collective through discussion. For approval of the success criteria, the person approving will be fully informed as accurately as possible of the degree to which the Project Objectives and Metrics are fulfilled. In the case where the Project Objectives and Metrics success is not approved, either the success criteria needs to be changed or the Project Objectives and Metrics themselves need to be reworked.

Conflict Resolution methods:

As we are a team we hope that any potential conflicts can be worked out by the members on their own. However, the team president does have the final say in decision making and can be a resource for conflict resolution. If any conflicts arise with our relationship with the SLO Animal Shelter, Officer board members (including the president) will take the lead on resolving these issues.

Stakeholder Approvals:

Signature (community partner)

Name

John Doe

Signature (team member)

John Doe

Name