

An example of Project Charter

| Project Charter | |
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| Project Name Design and Development of 5-Day PMP Exam Preparation Workshop | |
| Project Sponsor Mr. John Lennon – Director of Marketing, REP Inc. | |
| Project Manager Mr. Heng-Meng Tan, PMP | Customer Project management practitioners who wish to attain PMI's PMP credential |
| Other Project Stakeholders <ul style="list-style-type: none"> • Mr. Philip Walkers, Practice Director – Learning Services • Key trainers' representatives • Key customers' Representatives | |
| Stakeholder(s) Responsibilities <ol style="list-style-type: none"> 1. REP's Marketing Department – propose workshop contents and schedule of delivery 2. REP's Learning Services Department – quality assure the courses developed in-house 3. Trainers' Representatives – Review and quality assure the course are fit-for-purpose from the facilitators' perspective. 4. Customers' Representatives – agree and approve workshop contents, agenda and schedule 5. Workshop attendees – attend workshop in accordance with schedule assigned | |
| Business Objectives To generate additional revenue stream of S\$50,000 for FY14 from additional training service offering in project management certifications | |
| Project Objectives (SMART) <ol style="list-style-type: none"> 1. To develop courseware for 5-day PMP Exam Preparation Workshop 2. To complete the project within a duration of 3 months 3. To complete the project within a budget of S\$10,000. | |
| Deliverables <ol style="list-style-type: none"> 1. Instructor Guide and Powerpoint presentation materials 2. Participants' material with revision exercise for each of the 10 Knowledge Areas and Code of Ethics & Professional Responsibilities 3. I set of Practice Examination (with 200 Questions) | |

Project Charter

Project Completion Date

On or before January 31, 2014

Budget

S\$10,000 (excluding labor)

Assumptions

1. The course contents shall be aligned to PMBOK version 5 (2013 version)
2. Marketing Department will recruit suitable potential course participants to help pre-test or pilot-test the courseware
3. Learning Services Department will provide suitable trainers to assist in pre-testing the courseware

Link to Strategic Objectives and/or Other Projects

This is part of the project that aimed to help generate additional revenue streams through new services offering

We agree that this is a viable project. We authorize the beginning of the planning process.

John Lennon

Project Sponsor

H M Tan

Project Manager