

## Project Charter

<b>Project Name:</b>	Sister's wedding cake	<b>Project ID:</b>	#1!
<b>Requestor/Key Stakeholder:</b>	Sister	<b>Charter Date:</b>	5/1/19
<b>Stakeholder Department:</b>	Family	<b>Associated Project(s):</b>	Sister's wedding!
<b>Executive Sponsor(s):</b>	Mom (\$\$)	<b>Project Tier:</b>	Tier 3 (see policy)
<b>Mandate:</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes <b>If yes, date required:</b> <a href="#">Click here to enter a date.</a>		

### 1. Project Goal/Description:

*What is the purpose and/or the business need for this project? What business benefits will be achieved?*

Description: Baking a wedding cake for sister's wedding.  
Business Need: Fulfill a girlhood dream

### 2. Scope Definition and Project Outcomes/Deliverables & Measures of Success:

*What work will be included as part of this project? What work will **not** be included as a part of this project?*

*How will the project be defined as completed? What are the high level deliverables?*

*What metrics should be measured six months after completion to determine success of project?*

In Scope: Baking a test cake, adjusting, Baking final cake, delivering final cake  
Out of scope: Serving cake, purchasing serving utensils, purchasing and delivery plates/forks/napkins, etc.  
Outcome: Fulfill Girlhood Dream  
Deliverables: Test cake, Taste test, and Final Cake and Delivery  
Completion requirement: 3 tiers, serves 100 people, Must have figurines  
Measures of success: Taste test with achievable adjustments to recipe, Meets requirements  
6 months later: Look back on fond cake memories – yummy!

### 3. Project Team/Key Stakeholders/Roles:

*Who are the key people and key areas that need to be involved in this project?*

*If the project requires resources from other departments/teams, a representative from each should be listed.*

*Include key stakeholders, account manager(s), executive sponsor(s), project manager(s), developers etc.*

Name	Role on Project Team	Department	NetID/Contact Info
Sister	Sponsor		
Mom	Money-lady		
Dianna	Project Manager and Baker		
Andrew	Delivery guy		
Church lady	Helps with delivery and setup		

### 4. Organizational Groups Impacted:

*Who are the key people and/or areas that will be impacted by the work on this project, or by the work and the results of this project?*

*List the user groups for this project (i.e. students).*

Wedding attendees  
Church workers

### 5. Software/Databases Impacted:

*What existing applications or databases will be impacted by the work on this project, or by the results of this project?*

*What integration points will be necessary with existing systems for this project to be successful?*

N/A

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### 6. Ownership

*If this project involves the implementation of a software product, what department will be responsible for the administrative management (such as adding users, removing users, configuration changes)?*

*What department will be responsible for the technical support of this product (maintenance, upgrades, code changes etc.)?*

Dianna will own the cake and be responsible for support/adjustment of the cake after delivery (ex: If decorations are messed up during delivery). Once wedding begins, cake is in final state.

### 7. Security /Risk Assessment:

*What security risks are associated with implementation of this project?*

*Who will be responsible for addressing these risks and how?*

NA

### 8. Scheduling Requirements (Anticipated Timeline/Milestones):

*Is there an externally—or internally—driven completion date (or other limitation) for this project? If so, please indicate and explain. Are there specific milestones that must be met on certain dates?*

**Wedding date: 5/27!!!**

**Taste Test: No Later than 5/16**

**Must have basic recipe no later than 2/26, so that allergy information can be included on invitation**

### 9. Funding Requirements:

*Will funding be required for the purchase of services or products (software/hardware) for the project?*

*If so, describe what will need to be funded, the anticipated costs/budget estimates and funding sources.*

*All account managers of the funding sources should be included as stakeholders on this charter.*

*This section provides a summary of estimated costs associated with the objectives of this project. This is intended to present probable funding requirements.*

Estimated budget: \$100

### Authorization/Charter Approval:

*Type the name of each Project Team Member and their title and route for electronic signatures.*

Sister Sponsor

Mom Money-lady

Dianna Project Manager and Baker

Andrew Delivery guy

Church lady Helps with delivery and setup

### Attachments (could include requirements, major deliverables, Project Management Plan, gantt chart, executive milestones, communication plan, etc.):

*Include the name of the document and a description*

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