Mile 1: Crossing the Starting Line with Project Charters

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Overview

1. Purpose and importance
2. Project Charter tool
3. Best practices

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What is project management?

Project Management is the application of knowledge, skills, tools, and techniques to project activities to meet the project requirements.

Benefits of Project Management

- Stay organized
- Keep projects moving forward
- Deliver concrete deliverables
- Keep teams accountable
- Increase quality of project
- Serve as the objective person
- Build positive rapport

Project Charter Example

1. Description
2. Goal
3. Scope
4. Key Project Stakeholders
5. Project Team Expectations
6. Overall Project Objectives
7. Measures of Success
8. Challenges or Barriers

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Project Charter Defined

1. **Description**: Brief overview of the project
2. **Goal:** The primary aim of the project
3. **Scope:** Defines project's boundaries
4. **Key Project Stakeholders:** Individuals or groups with an interest in the project's outcome
5. **Project Team Expectations:** Roles, responsibilities, and commitments required
6. **Overall Project Objectives:** Specific, measurable targets
7. **Measures of Success:** Criteria used to evaluate the project
8. **Challenges or Barriers:** Potential obstacles or risks

Project Description

A runner has decided that they are interested in running a marathon for the first time. Successful completion of this project will require considerable planning and coordination among several team members.

Project Charter Review

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Project Goal

Project Goal: articulates main desired outcome

The goal of this project is for the runner to complete a marathon race successfully and safely.

Project Scope

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Project Scope: specifies the work that must be completed to achieve the project's deliverables and desired outcomes.

In-Scope:
- Identifying a race to participate in
- Identifying a training coach
- Executing a training plan
- Planning needed for race day support
- Completing the race
- Post-race reflections and physical injury prevention

Out of Scope:
- Runner developing their own training plan
- Straying away from training guidance provided by the coach and/or athletic trainer

Key Project Stakeholders

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Key Project Stakeholders: Individuals that play a role in completing the milestones and activities.

May include:
- Runner
- Coach
- Athletic trainer
- Training partner
- Running store associates
- Support system

Project Team Expectations

Project Team Expectations: A detailed outline of the roles and responsibilities expected and completed by each member of the team throughout the project.

The Runner will:
- Identify appropriate training coach, training partner, and athletic trainer
- Maintain consistent communication with team

The Coach will:
- Develop a training plan
- Facilitate regular check-ins

The training partner will:
- Provide support and accountability for runner

Overall Project Objectives

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Project Objectives: Describe the changes that will occur as a direct result of the team's specific project effort.

By the conclusion of this project, the runner will successfully complete a marathon by:
- Identifying and securing members of the support team.
- Following guidance provided by all members of the support team.
- Maintain consistent communication with all members of the support team, ensuring that barriers and challenges are identified and mitigated as early as possible.

Measures of Success

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Measures of Success: Metrics that will be used to assess the success of the project during and after implementation.

- Runner identified the training team (coach, athletic trainer, training partner) and race prior to the first day of the training schedule.
- Runner completes the coach's training plan and the athletic trainer's injury prevention plan, straying from the outlined plan with only once variance per month.
- Runner can run a minimum of 20 miles two weeks prior to the marathon.
- Runner completes the race with support team in attendance.

Challenges or Barriers

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8. **Challenges or Barriers**

Challenges or Barriers: Includes any anticipated challenges that may arise at any point throughout the project that could affect the project's objectives.

- Runner experiences an unpreventable injury affecting the coach's training plan.
- Runner has competing priorities arise in personal or professional life that prevents consistent following of the coach's and athletic trainer's training and injury prevention plans, respectively.
- Runner does not have receive volunteers from the support team to provide needed resources along the course.
- Inclement weather affects the race day course or schedule.

Congrats!

Your client has crossed the finish line.

Project management is a lot like running. At first glance, it seems like a solo effort, but success depends on support, coordination, and contributions from many people and resources.

Resources

- Certifications
  - [Project Management Institute](#)
    - Certified Associate in Project Management (CAPM) – Entry Level
    - Project Management Professional (PMP) – Senior Level
    - PMI Agile Certified Practitioner – Advanced Level
  - [Scrum Alliance](#)
    - Certified Scrum Master (CSM)
  - [Management and Strategy Institute (MSI)](#)
    - Lean Six Sigma Yellow Belt Certification
    - Lean Six Sigma Green Belt Certification
    - Lean Six Sigma Black Belt Certification
    - Lean Six Sigma Master Black Belt Certification

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Tips when approaching a Project

- All aspects of project management are interconnected

- Identify your champion and confirm their support

- Timelines and deadlines are your friends ☺

- Beware of Scope Creep☹

- Plan your work and work your plan

Review

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Thank you!

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