Mile 1: Crossing the Starting Line with Project Charters

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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



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





"Trying to manage a project without project management is like trying to play a football game without a game plan."

Unknown



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

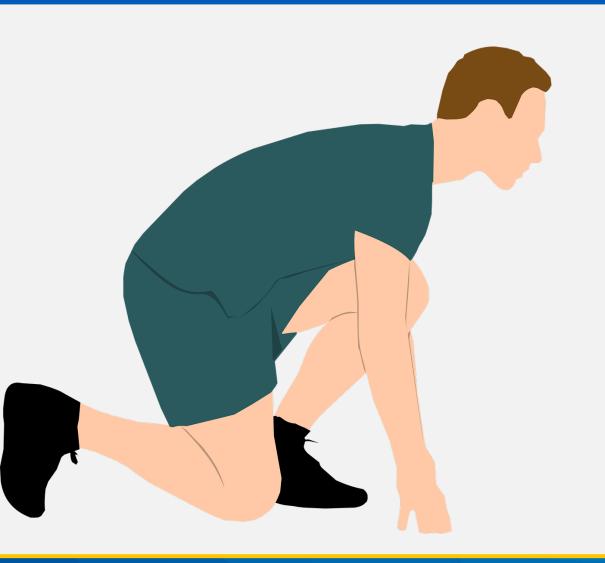


Project Charter Defined

- **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

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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

- 1. Description
- 2. Goal
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 - **5.Project Team Expectations**
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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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 - **6.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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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



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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- 2. Project Charter tool
- 3. Best practices



Thank you!

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