Project Charter Marathon Complete Example

Project Description

The Project Description should include a concise narrative that specifies the project highlights, including the main objective (problem statement) and target outcome(s).

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. This Project Charter will outline all the project components and stakeholders, clarifying expectations for everyone needed to successfully complete this project.

Project Goal

The Project Goal articulates the main desired outcome(s).

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

Overall Project Objectives

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.

Project Scope

The 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 and receiving training guidance
- Executing a training plan
- Athletic trainer consultation on injury prevention best practices
- Acquiring needed supplies for training and race day
- Communicating race day details to friends and family interested in supporting
- Planning needed for race day support, including support team members at checkpoints along the course with food and drinks to maintain energy.
- 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

The Key Project Stakeholders are the individuals that play a role in completing the milestones and activities.

- Runner
- Coach
- Athletic trainer

There are also individuals that we may need to communicate and coordinate with when working toward milestones and activities, including:

- Training partner
- Running store associates
- Friends and family support system

Marathon Project Team Expectations (Roles and Responsibilities)

Project Team Expectations provide a detailed outline of the roles and responsibilities that we expect to be taken on and completed by each member of the team throughout the project.

The Runner will:

- Identify an appropriate training coach, training partner, and athletic trainer.
- Maintain consistent communication with the training coach and training partner throughout the duration of the training period.
- Attend agreed-upon appointments with the athletic trainer.
- Follow all guidance provided by the coach and athletic trainer.
- Plan and abide by the training schedule communicated to the training partner.
- Acquire any needed supplies for training and race day.
- Communicate race day details to friends and family interested in supporting with signs and encouragement.
- Plan any race day support needed, including support team members at checkpoints along the course with food and drinks to maintain energy.
- Complete the race.
- Participate in post-race reflections.

The Coach will:

- Develop a training plan for the runner.
- Facilitate regular check-in meetings with the runner to ensure the training plan is providing adequate marathon preparation.
- Adjust the training plan as needed throughout the training period.
- Provide encouragement and support to the runner throughout the training period and on race day.
- Participate in post-race reflections with the runner.

The Athletic Trainer will:

- Assess the runner for injury risk based on the training plan and history of injury.
- Provide a recommendation for injury prevention strategies throughout the training plan and post-race, if necessary.

- Facilitate any additional appointments identified as needed in the injury prevention plan.

The Training partner will:

- Accompany the runner in completing training activities.
- Provide support and accountability to the runner.

The Running Store Associates will:

- Serve as subject matter experts on gear and supplies needed to safely complete a marathon.
- Provide recommendations on supplies for training and race day.

The friends and family support system will:

- Attend race day with signs and cheer along the course.
- Wait at agreed-upon parts of the course with any supplies needed by the runner, such as snacks and electrolyte drinks.

Measures of Success

Measures of Success are 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 completes the training plan by the scheduled end date.
- Runner can run a minimum of 20 miles two weeks prior to the marathon.
- Runner completes the race with support team in attendance.

Potential Challenges or Barriers

This 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.

Change History

Version	Description of Changes	Approval Date
1.0	Finalized document to reflect suggested edits.	