Project Charter

**Project Title**: Hybrid Campus (Phase 1) Project

**Project Start Date:** November 15, 2021

**Projected Finish Date:** November 15, 2022

**Budget Information:** The directors of OEU have approved to allocate $700,000 for the Hybrid Campus project, and phase 1 will be allocated $460,000 in total, including establishing a studio ($400,000) and equipping 2 study centres ($30,000 \* 2 = $60,000).

**Project Manager:** Peter Smith, 0410341536, petersmith@oeu.com

**Project Objectives:** Hybrid Campus (Phase 1) aims at establishing a studio in Virginia, USA and equipping two study centres in Prato, Italy and Melbourne, Australia respectively. These objectives are expected to be completed within one year.

**Main Project Success Criteria:** The studio and study centres must meet all written specifications, and most importantly they must provide high-quality courses via video conferencing. The studio and study centres be completed on time (within one year) and within budget (within $460,000). The project must be able to attract more students sustainably. The CEO will formally approve the project with advice from other key stakeholders.

**Approach:**

* Negotiate with local communities in Plato and Melbourne regarding leasing buildings within one month.
* Within two months, develop a clear work breakdown structure, scope statement, and Gantt chart detailing the work required to complete the Hybrid Campus (phase 1) project.
* Purchase all required equipment (e.g. video screens, cameras and microphones) within three months.
* Outsource studio establishment from local companies in Virginia.
* Outsource equipment installation from local companies in Plato and Melbourne respectively.
* Hold weekly progress review meetings involving the core project team and the sponsor.
* Conduct thorough video conference testing per the approved test plans.

**Roles and Responsibilities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Organization/**  **Position** | **Contact Information** |
| Sponsor | David Ellis | OEU/CEO | davidellis@oeu.com |
| Project Manager | Peter Smith | OEU/Manager | petersmith@oeu.com |
| Team member | Will Wang | OEU/Technical expert | willwang@oeu.com |
| Team member | Alice Brown | OEU/Teaching manager | alicebrown@oeu.com |
| Team member | Jim Clerk | OEU/ Plato supervisor | jimclerk@oeu.com |
| Team member | Ben Scott | OEU/Melbourne supervisor | benscott@oeu.com |

**Sign-off:** (Signatures of all above stakeholders. Can sign by their names in table above.)

David Ellis Alice Brown

Peter Smith Jim Clerk

Will Wang Ben Scott

**Comments:** (Handwritten or typed comments from above stakeholders, if applicable)

“This project is crucial to our university’s growth. I will be heavily involved in it, and I expect we work together to make it succeed.” – David Ellis

“If anyone has any technical issues, please do not hesitate to contact me.” –Will Wang