5.10.2015

Project Charter: **Job Search**

**Background**

This project is being undertaken to find a full time job after graduation as a data analyst.

**Goals**

· Find a full time job as a Data Analyst

**Scope**

Joining a company as a full time employee on Data Analyst position. For achieving this end goal following steps are to be undertaken:-

· Update the LinkedIn profile and create alerts for Data Analyst openings.

· Update the resume with the current work experience.

· Update the resume each time as per the company requirements before applying.

· Apply for the role and follow up with the company after 2 weeks of the deadline.

**Key Stakeholders**

|  |  |
| --- | --- |
| Client | Divya Chainani |
| Sponsor | Divya Chainani |
| Project manager | Divya Chainani |
| Project team members | Divya Chainani |

**Project Milestones**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Milestone | Start Date | End Date | Invoicing Date |
| Getting an interview call | Oct 3, 2019 | April,2020 | Oct 3,2019 |
| Getting the offer letter | Oct 3, 2019 | April,2020 | Oct 3,2019 |

**Project Budget**

Expenses for this project is time. Spend an hour or two daily for find suitable job profile and apply for that.

**Constraints, Assumptions, Risks and Dependencies**

|  |  |
| --- | --- |
| Constraints | Work location (when do not want to relocate from the base location), Annual salary |
| Assumptions | Assuming there will be enough opportunities coming up as Data Analyst in Halifax |
| Risks and Dependencies | Assumption is a risk in itself. There may not be enough opportunities as Data Analyst in Halifax. |

**Approval Signatures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Divya Chainani |  | Divya Chainani |  | Divya Chainani |
| Project Client |  | Project Sponsor |  | Project Manager |

The Project Charter form is crafted for you by the simple project management tool[**www.casual.pm**](http://www.casual.pm)