

## Document 1: Project Charter

<b>Project Title:</b> Food Bank <b>Start Date:</b> 19 <sup>th</sup> January 2022 <b>Finish Date:</b> 27 <sup>th</sup> April 2022
<b>Budget:</b> \$5596
<b>Project Manager:</b> Name: Mr Anshul Jaiswal Authority: Anshul Jaiswal is hereby authorized to interface with management as required, negotiate for resources, delegate responsibilities within the framework of the project, and to communicate with all the stakeholders, as required, to ensure successful and timely completion of the project. Responsibilities: The Project Manager is responsible for developing the project plan, monitoring the schedule, cost, and scope of the project during implementation, and maintaining control over the project by measuring performance and taking corrective action
<b>Project Objectives:</b> Main objective of the project is to get an approval on the proposed project plan from the panel members including the Professor and seek sufficient funding to implement the project requirements.
<b>Deliverables:</b> All the 12 documents required with their detailed explanation. Physical and digital submission of the project to the professor.
<b>Success Criteria:</b> Getting the project plan approved by panel members on the day of presentation and also getting the desired funding in order to go ahead with project implementation
<b>Risks:</b> Panel members rejecting the proposed plan. Not convincing the panel members to gather the desired funding. Unable to present the project due to technical or other issues such as team member absentee leading to failure of the project.
<b>Constraints:</b> Panel Members will be available on 27th April for Final presentation All team members will be available throughout the project life cycle There won't be any technical glitch during the project presentation. <b>Assumptions:</b> Team members have only 40 minutes to present their project plan and for Q&A Team members should submit project plan and presentation in pdf format before 5:00pm on 27th April 2022
<b>Sponsor's name and signature</b> John Smith 27th April 2022