**Project Charter**

**<Making of Our Website>**

**Carolina Collectibles**

**4822 Aldersbrook Dr.**

**Monroe, NC 28110**

**4/2/2023**

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# Executive Summary

We need to connect with more customers so that our business can thrive more, and with technology being used more and more each day we should use it and create a website. We also need be more available to them by answering questions, and feedback and we can do that faster with a website. We could also use the website to sell more items.

# Project Purpose/Justification

We need a website so that we get more customers and connect with them more effectively and efficiently.

## Business Need/Case

This project will help mostly with improvement and development of the business. Improving our business by creating opportunities to connect more with customers, and making it easier for them to access our collectibles to buy. Help with development by also increasing our popularity, and another way we are developing is by connecting with technology.

## Business Objectives

* Increase Popularity
* Provide Better Service to Customers
* Connecting with Technology
* Profit Earnings increase

# Project Description

We are creating a website to connect more with our customers since technology is taking over and almost everybody is online nowadays, it is a smart move to create one. With the website we will be able to answer questions faster, for customer service, and we will be able to process transactions in a faster way also.

## Project Objectives and Success Criteria

We are going to complete our Website in 3 months,

## Requirements

The project team should develop a list of all high-level project requirements. These requirements are clear guidelines within which the project must conform and may be a result of input from the project sponsor, customer, stakeholders, or the project team.

## Constraints

Constraints are restrictions or limitations that the project manager must deal with pertaining to people, money, time, or equipment. It is the project manager’s role to balance these constraints with available resources in order to ensure project success.

## Assumptions

The project team must identify the assumptions they will be working under as the project goes forward. These assumptions are what the project manager/team expect to have or be made available without anyone specifically stating so.

## Preliminary Scope Statement

The preliminary scope statement is a general paragraph which highlights what the project will include, any high-level resource or requirement descriptions, and what will constitute completion of the project. This preliminary scope statement is exactly that: preliminary. All of this information will be expanded upon in greater detail as the project moves forward and undergoes progressive elaboration.

# Risks

All projects have some form of risk attached. This section should provide a list of high-level risks that the project team has determined apply to this project.

# Project Deliverables

This section should list all of the deliverables that the customer, project sponsor, or stakeholders require upon the successful completion of the project. Every effort must be made to ensure this list includes all deliverables and project sponsor approval must be required for adding additional deliverables in order to avoid scope creep.

# Summary Milestone Schedule

This section provides an estimated schedule of all high-level project milestones. It is understood that this is an estimate and will surely change as the project moves forward and the tasks and milestones and their associated requirements are more clearly defined.

# Summary Budget

The summary budget should contain general cost components and their planned costs. As the project moves forward these costs may change as all tasks and requirements become clearer. Any changes must be communicated by the project manager.

# Project Approval Requirements

The organization must understand when the project has reached a successful completion. These criteria must be clear and should be accepted by whoever will sign-off on the project’s closeout. Once signed-off by the authorized person, the project is deemed approved and is successful as long as it has met all of the agreed upon requirements.

# Project Manager

This section explicitly states who is assigned as the PM, their responsibility, and authority level. Depending on the organization and scope of the project, the project manager may have varying levels of responsibility and authority for personnel, project expenditures, and scheduling.

# Authorization

This section provides the names and authorization, once signed, for the project to move forward in accordance with the information contained in this charter.

Approved by the Project Sponsor:

Date:

<Project Sponsor>

<Project Sponsor Title>